

Position Announcement

EXECUTIVE ASSISTANT & BOARD LIAISON
Reports to Ross Mugler, Interim President and CEO

***Pay Grade: 5 / Professional 3**

Grade Minimum (\$86,000) Grade Midpoint (\$108,000) Grade Maximum (\$130,000)

**Compensation will be determined based on relevant experience, the annual compensation budget, and the overall pay philosophy and practices of AGB.*

The Association of Governing Boards of Universities and Colleges (AGB) have a career opportunity for an Executive Assistant and Board Liaison.

The Scope

The Executive Assistant and Board Liaison will support the President/CEO, executive office and AGB Board of Directors. This position is a high-energy, make-it-happen, proactive bridge building role that seamlessly works with all cross-functional team members and empowers the president and CEO to maximize efficiency and effectiveness with all stakeholders. Further, this position is responsible for managing all Board-related activities including but not limited to board meeting logistics and materials management, committee meetings, board communications, board web portal, minutes, as well as administrative support to individual Board members as appropriate and necessary.

The Duties

(The duties and responsibilities listed are only a summary of the typical functions of the job and not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Employees must be able to perform the essential duties of the position with or without reasonable accommodations).

President/CEO & Executive Office Support:

- Serve as a point of contact for the President's office for both external and internal stakeholders.
- Develop and maintain highly effective and efficient relationships with all relevant stakeholders to support the President's agenda and priorities.
- Use a high degree of judgment and independent decision-making in responding to requests.
- Make logistical arrangements for meetings when necessary.
- Ensure that the President has required background materials for all scheduled meetings.
- Assist in developing materials for the President's presentations to internal and external audiences.
- Prepare routine correspondence, including annual appointment and contract letters, on behalf of the President for signature.
- Draft follow up communications after each staff meeting.
- Maintain an efficient document management system.

- Manage travel and accommodation arrangements, event registrations, and prepare a travel itinerary – if needed.
- Provide assistance as needed to reconcile expense reports.

AGB Board of Directors Support

- Provide administrative support to the Board chair and members in preparation for AGB Board meetings.
- Research/provide meeting dates for two-year periods, as needed.
- Work with members of the leadership team and committee chairs to schedule committee meetings.
- Coordinate with appropriate staff members to prepare agendas, materials, program, and logistics for board and committee meetings.
- Secure venue and contracts for meals, meeting rooms, AV, set up and accommodations.
- Upload reference and meeting materials to web portal.
- Prepare minutes for all board meetings and secure board secretary acceptance of the minutes.
- Distribute Conflict of Interest Statement annually and collect required signatures.
- Distribute AGB Statement of Director Commitments annually and collect required signatures.
- Maintain up-to-date profile of board members, including committee composition.
- Maintain AGB Board member policy files.
- Work with the Governance Committee chair to create and maintain tools to assist their work, including an annual committee calendar, a Governance Policy manual, talent and term service matrix of current board members, and roster of suggested new members.
- Coordinate and prepare materials for New Director Orientation.
- Work with AGB Registrar and contracted conference planner to assist with registrations and hotel reservations when attending AGB events such as AGB's Foundation Leadership Forum, Board Professionals Conference, and National Conference on Trusteeship.
- Ensure board members receive new AGB publications and relevant AGB digital messages.

The Requirements

- Bachelor's degree in a related discipline.
- A minimum of 7 years' experience supporting an organizational president, or senior leader, preferably in an association or not-for-profit organization. The ideal candidate will have experience supporting a senior leadership team as directed by the President/CEO.
- Experience must include supporting a Board of Directors and related committees and groups.
- Experience and/or knowledge of associations and nonprofit organization is highly preferred.
- Expert-level mastery of Microsoft Office Suite (e.g., Word, Excel, PowerPoint), and virtual meeting tools (e.g., Zoom, Teams).
- Reliably maintain confidential and proprietary information.

- Must be highly organized with a keen eye for detail.
- Excellent written, oral, and presentation skills
- Appreciation and comfort in working in a collaborative and team-centric environment.
- Effectiveness in working with volunteers.
- Strong customer service acumen.
- Ability to consistently produce attractive, error-free, and quality documents and presentations.
- Strong ability to thrive in a fast-paced multi-priority environment.
- Serve as a consultant to other administrative professionals.
- Availability for minimal travel to destinations within the continental US.
- Other duties as appropriate and assigned.

The Organization

At the Association of Governing Boards of Universities and Colleges (AGB), we believe in the power of higher education to transform lives, strengthen inclusive democracy, and support a thriving society. We believe that strong higher education starts with great governing boards. AGB provides advocacy, leading practices, educational resources, expert support, and renowned programs that advance board excellence for 40,000 AGB members from more than 2,000 institutions and foundations. For more than 100 years, AGB has been the trusted authority for board members, chief executives, board professionals, and key administrators on higher education governance and leadership. Learn more at AGB.org.

AGB is a hybrid workplace. Employees are expected to spend a minimum of two (2) days per week in our headquarter office in downtown Washington D.C. Applicants should reside in the District of Columbia, Virginia, or Maryland and within a reasonable commuting distance to downtown Washington D.C.

Equal Opportunity Employer

AGB is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

In compliance with the Americans with Disabilities Act (ADA), the following is provided: The position involves skill in using a computer and/or laptop; oral and written communication skills; skills in proofreading and editing; use of clear and articulate speech; interpersonal relations skills; reasoning and problem solving skills; ability to work in a fast-paced environment; ability to sit for long periods, stoop, bend, reach and carry light materials (up to 10 lbs.); and ability to travel by various methods of transportation (e.g., airplane, car).