



Now Seeking Candidates for the Following:

## EXECUTIVE ASSISTANT TO THE CEO

AMERICA'S AUTOMOTIVE TRUST is an Equal Opportunity Employer

America's Automotive Trust (AAT) is seeking a skilled Executive Assistant to serve the office of the CEO of America's Automotive Trust, based in Tacoma Washington, within LeMay – America's Car Museum. Enjoy working as part of a talented team in a beautiful and stunning environment – voted Best Museum In Western Washington by KING5's Best Of Western Washington Awards for the years 2014, 2015 & 2017 and named one of USA Today's 10 Best Museums and one of the 10 Best Family-Friendly Museums, in the Seattle vicinity by a Seattle local expert – ACM is an international destination for families and auto enthusiasts to celebrate America's love affair with the automobile and how it shaped our society. The stunning, four-level, 165,000-sq.-ft. Tacoma, Wash., facility features 12 rotating exhibits, private event space, five annual Signature Events, and serves as an educational center, hosting students of all ages. If you love working with people, possess excellent interpersonal skills, are highly detail oriented and meet qualifications of this position, we would love to consider you and encourage you to apply.

**OPEN UNTIL FILLED – APPLICATION PROCESS:** See bottom of ad

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<b>REFERENCE JOB:</b>	<u>W-8700</u>	<b>LOCATION:</b>	<u>Tacoma, Washington</u>
<b>EMPLOYMENT TYPE:</b>	<u>Regular Employment</u>	<b>DIVISION:</b>	<u>Institutional Advancement</u>
<b>FTE STATUS:</b>	<u>Full-Time (40+ hours/week)</u>	<b>DEPARTMENT:</b>	<u>Administration</u>
<b>FLSA CLASS:</b>	<u>Exempt</u>	<b>DRIVING CLASS:</b>	<u>Required</u>
<b>REPORTS TO:</b>	<u>President &amp; CEO Of AAT</u>	<b>BENEFITS:</b>	<u>Eligible</u>
<b>COMPENSATION:</b> <u>Market Competitive &amp; Based on Education &amp; Experience with Benefits: Medical, Dental, Vision, Life, 403b7, Supplemental Insurance, Paid Vacation, Paid Sick, &amp; Paid Holidays</u>			

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### GENERAL SUMMARY:

The Executive Assistant to the CEO provides direct support in matters pertaining to the Office of the CEO and serves as the primary point of contact for internal and external constituencies and as liaison to the Board Of Directors for trustees of America's Automotive Trust (AAT) and its affiliates. The incumbent organizes and coordinates executive outreach and external relations efforts, and oversees special projects, including coordination of the Concours Club, its budget, member benefit fulfillment, prospect identification, and programming for this highest level donor recognition society. The Executive Assistant will also provide administrative support to the Marketing & Communications Department to aid in the facilitation of marketing strategies and campaigns and the implementation of promotions and events.

The Executive Assistant reports directly to the CEO and performs all administrative duties pertaining to the Office of the CEO. Responsibilities include, but are not limited to: Preparing reports and presentations; Screening calls for the CEO; Managing budgets and other financial matters; Coordinating projects that may involve working with all levels of internal management and staff; Managing the executive's calendar and meetings; Making travel arrangements including airline, hotel, and rental cars; Conducting research to apprise the CEO; Providing administrative support for all Board related meetings and activities; Serving as a representative of AAT, its affiliated entities, and the Marketing & Communications (MARCOM) Department, by attending select internal and external promotional

events; Maintaining photo archives for AAT and affiliated entities according to marketing guidelines; Supporting the Signature Event Coordinator and Auction Committee by collecting and shipping auction items associated with Signature Events; Attending Signature Events and various other MARCOM meetings, preparing required materials, taking minutes and providing requested follow-up; Creating, promoting, and coordinating all aspects of the Concours Club membership, fulfillment, and programming, including planning and executing the annual Board and Concours Club Summit, organizing Concours Club Volunteers creating and maintaining the Concours Club Mission & Vision and creating and maintaining the Concours Club annual budget.

The incumbent must have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant must have the ability to work independently on projects, from conception to completion, be able and willing to handle a variety of activities and confidential matters with discretion and must be able to remain poised and professional at all times.

## **PRIMARY OBJECTIVES:**

1. Alleviate administrative duties from the CEO to enable the CEO to focus on critical objectives for the success of AAT and its affiliates;
2. Ensure sharing of critical, strategic information and fulfillment of organizational objectives by serving as liaison to the Board of Trustees for AAT and its affiliates;
3. Ensure the fulfillment of Concours Club membership and benefits;
4. Support the success of the Marketing & Communications Department's initiatives, projects, and Signature Events;

## **MAJOR RESPONSIBILITIES:**

Under the general direction of the Marketing & Communications Manager, the Signature Event Coordinator's major responsibilities include:

1. Serving as the primary point of contact for all internal and external communications for the CEO, including correspondence, incoming call screening, appointment scheduling, and other critical communications as needed;
2. Managing the office, calendar, and budget of the CEO;
3. Arranging corporate travel and meetings by developing itineraries and agendas, booking other transportation, arranging lodging, providing meeting accommodations, and travelling with the CEO, as necessary, to provide support at offsite events;
4. Serving as liaison to the Board of Trustees of AAT and its affiliates, including preparation of records such as board books, agendas, notices, minutes, and resolutions for committee meetings;
5. Managing and overseeing all aspects of the Concours Club including, but not limited to budget creation and oversight, member benefit fulfillment, prospect identification and member growth, a vibrant calendar of programming, and the creation and facilitation of the annual Concours Club Summit;
6. Support the Marketing & Communications Department by providing administrative services in alignment with marketing strategies, campaigns, promotions, and Signature Events.

## **QUALIFICATIONS:**

The incumbent for this position must possess a BA in business, marketing, communications or other relevant field and a minimum of 2 years of experience as an Executive Assistant for a President or CEO, OR, a minimum of 6 years of experience performing progressively responsible administrative project management duties for Executives in a fast-paced environment.

## **Additionally, the incumbent must possess:**

1. The ability to pass an in-depth background investigation including criminal history, employment records, and personal references;
2. A willingness to work outside of defined functions of position when necessary;
3. A solid proficiency in the English language with professional communication skills including written, oral, presentation, and interpersonal skills;
4. An ability to drive personal vehicle for business purposes;
5. An ability to effectively multi-task and coordinate between different projects and/or departments and agencies while remaining organized and solution focused;
6. The ability to lift up to 30 lbs. as needed, stand and sit for extended periods of time, bend stoop, and twist regularly, manipulate items with fingers frequently, operate a computer regularly, visually inspect computer monitors, read and interpret manuals and instructions, and effectively communicate verbally, and in written format, with employees and management regularly;
7. An ability to thrive in a fast-paced, dynamic environment, with high expectations for professional outcomes;
8. A proven ability to multi task and prioritize competing tasks while meeting deadlines;
9. The ability to critically analyze and resolve quantitative, and logistical problems;
10. The skill and ability to work independently with general instruction and minimal supervision while maintaining a team oriented approach and attitude.

## **PREFERRED QUALIFICATIONS INCLUDE:**

1. Experience with Altru donor database.

## **WORKING CONDITIONS:**

1. Primarily office environment with minor exposure to a combination of commercial retail, commercial food, shop, and outside environments;
2. Minimal exposure to cleaners and various other chemicals;
3. Minimal exposure to dust, gases, and fumes.

## **RESPONSIBILITIES:**

### **EXECUTIVE SUPPORT:**

1. Maintains CEO's appointment schedule by planning and scheduling meetings, conferences, and teleconferences;
2. Arranges corporate travel and meetings by developing itineraries and agendas, booking other transportation, arranging lodging, and providing meeting accommodations;
3. Provides administrative support to the CEO and maintains executive files and documents;
4. Oversees the CEO's budget and creates purchase orders (POs) as needed;
5. Works closely and effectively with the CEO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately;
6. Responds to inquiries from external and internal stakeholders;
7. Supports CEO's daily correspondence including writing, transcribing, editing and proofreading;
8. Provides a bridge for smooth communication between the CEO and internal departments;
9. Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organization;

10. Travels with the CEO as necessary to provide support at offsite events;
11. Creates, updates, and maintains notes, presentations, and project lists as needed by the CEO;
12. Coordinates and manages logistics for the annual presentations of the Nicola Bulgari Award, Master Collector Award, and the Outstanding Service Award;
13. Assists the CEO in creation and management of the annual ACM Trust recognition event;
14. Handles sensitive and confidential information discretely;
15. Handles other administrative duties as necessary.

### **BOARD SUPPORT AND LIAISON:**

1. Serves as liaison to the Board of Trustees of AAT, the ACM Board, and the LDPA Board;
2. Provides administrative support to the Chairman of the Board of AAT;
3. Provides administrative support for Board-related requests and ensures prompt follow-up to all Board of Directors issues;
4. Plans and manages all arrangements and logistics for board meetings, committee meetings, and board socials, including the Annual Gathering in Scottsdale;
5. Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format;
6. Records meeting notes, tasks and activities that are related to follow-up from meetings.

### **MARKETING & COMMUNICATIONS SUPPORT:**

1. Tracks production timelines for projects led by MARCOM and manages marketing requests to ensure timeliness of completion and delivery of final product;
2. Coordinates and ensures the distribution of mailings and collateral associated with Signature Events;
3. Participates with staff in providing on-site day-of event support for Signature Events;
4. Generates and tracks purchase orders;
5. Represents AAT or affiliated entities, and the Marketing & Communications Department, by attending select internal and external promotional events;
6. Maintains photo archives for AAT and affiliated entities and obtains and tracks photo copyright agreements according to established marketing processes and guidelines;
7. Coordinates the gathering of content for En Route and OpenRoad;
8. Assists with creating reports and communications utilizing MS-Word, Excel, Google Analytics, Sprout Social, etc.;
9. Assists with Signature Event database forms, updates event forms, and implements proper use of relevant AAT databases for event communication and coordination;
10. Supports the Signature Event Coordinator and Auction Committee by collecting and shipping auction items associated with Signature Events;
11. Attends Signature Events and various other MARCOM meetings, prepares required materials, takes minutes and provides requested follow-up;
12. Assists with updating Master Calendar details related to Signature Events;
13. Performs research and statistical analysis regarding industry trends and advertising effectiveness.

## **CONCOURS CLUB MANAGEMENT:**

1. Creates, promotes, and manages all aspects of Concours Club programming, including but not limited to the Mission and Vision statements, the annual Concours Club Gathering in conjunction with the Wheels & Heels Gala, the Annual Concours Reception in conjunction with the Master Collector Award, the annual Concours Club Summit, 2 – 4 Epicurean Evening prospect dinners per year, and other programming to promote the acquisition of new members;
2. Creates and manages the annual budget for the Weyerhaeuser Concours Club;
3. Provides for and follows up on member invitations to special events;
4. Oversees and manages all Concours Club travel programs, including 1 – 2 annual US based trips and 1 overseas trip every 15 – 18 months;
5. Oversees Concours Club wall plaque updates;
6. Maintains and updates membership records in Altru;
7. Manages the process for monthly member renewals and lapsed member retrieval efforts in collaboration with the CEO and/or Board members;
8. Oversees provision and tracking of membership cards, jackets, club wine, and other Concours Club benefits;
9. Provides all Concours Club news and member updates to Marketing and Communications Department for purposes of donor recognition, publication content, etc.;
10. Ensures that Concours Club stationary, invitation cards, and brochures are up to date and in stock;
11. Reviews prospect lists with CEO and Vice President for Institutional Advancement (VPIA) to extend targeted invitations to prospects for special events and trips;
12. Organizes and oversees Concours Club Volunteers to assist in fulfilling the Vision and Mission of the Concours Club;

## **OTHER:**

1. Maintains a flexible schedule, able to work weekends and late nights as needed;
2. Attends meetings and takes minutes as requested;
3. Drives personal vehicle for business purposes when needed;
4. Utilizes MS-Word and Excel to generate communications and reports;
5. Utilizes MS-Outlook for email communications, and scheduling;
6. Participates in on-call responsibilities in emergency situations;
7. Performs other duties as assigned.

## **APPLICATION PROCESS:**

**NOTE: All application materials must be received to be considered for this position.**

1. Cover letter (*include specific job reference # W-8700*)
2. Resume
3. Professional references contact numbers (*minimum of three*)
4. Salary History (*Must be incorporated into resume, email, or attachment*)

Email all application materials to [HR@AmericasCarMuseum.org](mailto:HR@AmericasCarMuseum.org) or fax to 253-779-8499.

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