

Job Description Title: **Executive Assistant to the President**

Reports to: **President**

Employment Status: **Exempt, full time, benefits eligible position**

Salary range: **\$42,000 to \$44,500** per year

About Seacoast Science Center

[Seacoast Science Center](#) is a beloved anchor institution of the NH seacoast community – a place to learn and have fun while developing an appreciation for our coastal environment and its inhabitants. At our home in historic Odiorne Point State Park, one of New Hampshire’s ocean-facing treasures, we inspire visitors to discover the wonders of our natural habitats. Families are encouraged to get their feet wet in the tide pools, explore the touch tank full of wondrous creatures from the Gulf of Maine, be awed by the sea life in aquarium exhibits, and develop a deeper appreciation for the preservation and health of our oceans. As the only ocean-centric science museum in the region, Seacoast Science Center is an integral part of New Hampshire’s cultural economy and educational opportunities, attracting 90,000 visitors annually, with 30,000 participating in school-related field trips and summer camp programs. A valued public resource, we encourage social interaction, community collaboration, and the pursuit of shared interests.

Seacoast Science Center is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Position Summary

The Executive Assistant to the President provides critical support for Seacoast Science Center senior leadership and Board of Directors. The Executive Assistant is a highly trusted member of the team who will assist with a diverse suite of administrative, governance, strategic planning, and fundraising-related tasks. With the President, the Executive Assistant will build and foster positive relationships with internal and external stakeholders with a focus on institutional growth, donor relations, and strategic partnerships. The Executive Assistant may be asked to provide additional support for the SSC leadership team and Board of Directors as necessary.

Qualifications and Skills

The Executive Assistant to the President should possess strong organizational and communications skills while exhibiting an energetic professional demeanor and a positive outlook. The Executive Assistant will be required to prioritize and organize multiple simultaneous activities and must be comfortable and highly productive in a digital work environment. They must possess strong computer skills and demonstrate a high degree of accuracy and attention to detail with the ability to work effectively under pressure and meet deadlines. The ability to express oneself in a professional, yet engaging manner, verbally and in writing are critical for success as the Executive Assistant. The ability to work effectively with minimal supervision, and ability to treat confidential information with appropriate discretion are required. Proficiency with Zoom, Google Docs, Microsoft Word, PowerPoint, Excel, and other virtual meeting platforms are required. Knowledge of fundraising databases is a plus.

Specific Duties and Responsibilities

1. Leadership Assistance

- Provide administrative support to the President including calendar coordination and scheduling, meeting logistics, and donor and board communications.
- Collect, organize, and maintain confidential information.
- Assist with special projects, such as researching and gathering information and/or coordinating the activities of other staff .
- Collect SSC performance metrics data. Prepare internal reports and presentations that document institutional progress.
- Manage project timelines and bring projects to completion with minimal supervision .

2. Fundraising Assistance

- Assist Advancement Department with donor relations specific to the President's portfolio.
- Assist with data collection and record keeping, including managing donor contact information, updating donor engagement records, and organizing program-related data.
- Assist with donor-related tasks, which may include the following:
 - Preparing mailings.
 - Managing and locating donor contact information.
 - Monitoring and adding donor information to the donor database.
 - Drafting and mailing donor correspondence.
 - Scheduling donor meetings.

3. Committee & Board Activity

- Assist President and leadership team in Board and Committee meeting preparation.
- Distribute meeting minutes and materials for board and committee meetings and provide follow up email and/or written correspondence, as necessary.
- Launch and maintain a board portal.
- Coordinate new board orientation and manage all board and committee materials
- Attend meetings and take minutes when needed.
- Collect/compile all reports, meeting minutes, motions, etc.
- Assist with other committee activities as requested.

To Apply

Please send cover letter and resume to careers@sscnh.org with **Executive Assistant** in the subject line. As a measure to minimize internal hiring biases, all candidates submitting application materials will be asked to respond in writing to three short questions intended to give them the opportunity to map their skills onto SSC's vision for its Executive Assistant. SSC will use these responses as its initial filter for all applicants. Failure to submit a response to the questions will result in a candidate being removed from further consideration.