

Position: Executive Assistant to the Chief Executive Officer
Reports to: Chief Executive Officer
Location: Washington, D.C.

The Executive Assistant to the Chief Executive Officer (CEO) will provide administrative, operational, professional, and personal support to the CEO and to the employees of the Partnership. This position will share in the strategic long-term vision of the Partnership from both a tactical perspective in its day-to-day operations and from a strategic, long-term planning perspective, helping to bring innovation and efficiency to the office.

Specific Responsibilities

- Manage and execute a broad set of administrative activities for the CEO, including managing the calendar and all scheduling activities, composing correspondence, arranging detailed and complex travel itineraries and agendas, and compiling documents for all meetings
- Anticipate executive's needs and make sure all work materials are available for a successful workday (ex. agendas for meetings/calls prepared, approved, and printed ahead of time, lunch ordered if applicable, etc.)
- Manage calendar, including the coordination and/or setting up of executive meetings, both via Zoom conference and in person, which requires interaction with both internal and external executives and assistants, as well as consultants
- Ensure CEO schedule is implemented, including providing a 'gatekeeper' role to the CEO, including managing all demands on the CEO's time, and managing and tracking CEO daily activities and needed tasks, reprioritizing in real time.
- Ensure the CEO's timely attendance and overall time management against project deadlines, meetings, and milestone dates.
- Work closely with Partnership senior leaders in coordinating CEO's outreach activities
- Track and respond to all inbound requests and invitations.
- Bring significant issues to the CEO's immediate attention
- Support the planning of meetings for other Partnership senior executives on an as needed basis
- Schedule and coordinate agenda and food for staff meetings

Qualifications and Experience

- Bachelor's degree required
- 3+ years of work experience at the executive assistant level,
- Comfortable in a fast-paced professional environment
- Must be solution-oriented self-starter and team player, upbeat, energetic, calm under pressure, with an unwavering attention to detail and ability to maintain strict confidentiality
- Hyper-organized, highly resourceful individual with demonstrated ability to multi-task and achieve high performance objectives
- Strong interpersonal skills, with ability to develop and build relationships with external stakeholders
- Excellent written communications
- Ability to thrive in a fluid, fast-paced environment with little to no supervision
- Ability to function independently and work well with a team
- Tech-savvy. Must have strong command of Microsoft Office suite including Outlook, Word, PowerPoint, and Excel also experience with Google administrative products (forms, docs, etc.).
- Experience with Zoom, Slack, Monday.com, Salesforce

We offer a wide variety of benefits, programs, and services to our employees, including:

- Medical, dental, and vision insurance plans
- 401(k) plan with employer matching
- Generous vacation time and paid holidays

About Greater Washington Partnership

The Greater Washington Partnership is a first-of-its-kind civic alliance of CEOs in the region, drawing from the leading employers and entrepreneurs committed to making the Capital Region—from Baltimore to Richmond—the best place to work, live and build a business. Working in collaboration with leaders across our communities, the Partnership connects and leverages the region’s extraordinary assets to advance inclusive, actionable solutions that strengthen the Capital Region as a leading global region and center for commerce and innovation.

To apply

If interested in joining the team at the Greater Washington Partnership, please send your resume to jobs@greaterwashingtonpartnership.com with “EA to CEO” in the subject line.

Greater Washington Partnership is committed to equal employment opportunity regardless of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, protected veteran status, or any status protected by applicable federal, state, or local law. While we are currently unable to consider candidates, who will require visa sponsorship, we welcome applications from all qualified candidates eligible to work in the United States.