

Administrative Specialist, Office of the CEO

Greater Washington Partnership (the Partnership) is a cross-sector alliance of leading employers in Maryland, Virginia and the District of Columbia committed to championing the region's economic growth and prosperity. The partnership seeks a trusted, strategic, and detail-oriented professional who will serve as a key enabler of the CEO effectiveness. This individual will provide a range of strategic and tactical support to help ensure operational execution. Working closely with senior leaders, the Administrative Specialist will be responsible for coordinating complex scheduling, managing workflows, developing materials, preparing briefings, tracking key deliverables, and coordinating with internal and external stakeholders.

Core Responsibilities

Executive Support & Calendar Management

- Proactively manage and optimize the CEO's and COO's calendar, ensuring alignment with strategic priorities.
- Coordinate complex scheduling, including internal and external meetings, travel, and events.
- Organize materials and briefings for meetings, presentations, and public appearances.
- Provide support and coordination for CEO's external responsibilities.

Strategic & Operational Support

- Work closely with the CEO, COO, and Chief of Staff to track priorities, ensure follow-through, and maintain accountability across initiatives.
- Support the execution of board and leadership team activities including meeting prep, logistics, and documentation.
- Monitor and manage key projects on behalf of the Office of the CEO, anticipating needs and proactively addressing issues.

Communications & Stakeholder Engagement

- Serve as a liaison to internal and external stakeholders, managing sensitive information and relationships with professionalism.
- Build and maintain trusted relationships with Board partner Executive Assistants and designated points of contact to ensure effective coordination and ongoing engagement.
- Build strong working relationships across the organization to facilitate effective collaboration and alignment.

Office Management & Cross-Functional Collaboration

- Help create and sustain systems and practices that improve how the Office of the CEO functions day-to-day.

- Act as a cross-functional connector, liaising with departments to ensure alignment and timely execution of executive priorities.
- Provide occasional event support and internal coordination for organizational initiatives.

What We Value

- Exceptional attention to detail and a commitment to delivering accurate, polished, and high-quality work.
- Strong ability to manage multiple, competing priorities and shift focus as needed to meet urgent deadlines.
- Experience building strong, trusting relationships across levels and functions; communicates with clarity and professionalism.
- High adaptability and initiative in fast-paced or ambiguous environments; able to move work forward independently.
- Professional presence with the ability to represent the CEO's office in high-level internal and external interactions.
- Proven track record of handling sensitive information and conversations with integrity and confidentiality.

The salary range for this position is \$75,000 - \$95,000 per year.

Who We Are

The Partnership is a nonprofit alliance of influential and leading employers in Maryland, Virginia, and Washington, DC. Together, we identify shared challenges and leverage our collective experience, resources and assets to offer solutions in the areas of skills and talent, regional mobility, infrastructure and inclusive economic growth. Our vision is to make the entire region, from Baltimore to Richmond, vibrant, economically competitive, prosperous – uplifting it as the best place to live, work and build a business. The Partnership is a 501(c)(3) organization. Our office is in Washington, DC, just south of Dupont Circle and is Metro-accessible.

What We Offer

We offer the following comprehensive benefits package designed for the needs of our full-time team members:

- Working in a hybrid work environment, in the office three days a week on Tuesdays, Wednesday, and Thursdays (*subject to change in number of days and days of the week*)
- Robust time off plan – 15 days PTO
- Eleven paid holidays
- Summer half-day Fridays

- One week holiday break
- Health, dental and vision insurance paid up to 90% for employees, up to 50% for dependents
- 401(k) plan with up to 5% employer match, starting on your first day of employment
- Professional development reimbursement up to \$800 per year
- Monthly cell phone stipend of \$60 per month
- Monthly transportation stipend of \$60 per month (effective September 1)

To Apply

If you are interested in joining the team at the Partnership, please submit your resume to jobs@greaterwashingtonpartnership.com with “Administrative Specialist, Office of the CEO” in the subject line.

At Greater Washington Partnership we are committed to accepting differences! We strive to attract, develop, and retain highly qualified individuals representing the diverse communities where we live and work. The Partnership is committed to creating a diverse environment and is proud to be an equal opportunity employer. Employment policies and decisions are based on merit, qualifications, performance, and business needs. All qualified candidates will receive consideration for employment without regard to age, race, color, national origin, gender, gender identity or expression, religion, physical or mental disability, medical condition, legally protected generic information, marital status, veteran status, or sexual orientation. While we are currently unable to consider candidates that require visa sponsorship, we welcome candidates eligible to work in the United States.