



Executive Administrative Assistant to the President

Background

Central Atlanta Progress, Inc. (CAP) is a private, nonprofit corporation of Atlanta business leaders, property owners, and institutions working with each other and with government since 1941 to help build a more vibrant city center. CAP carries out research and planning and acts as a catalyst for a wide range of programs and projects for the improvement of Downtown Atlanta. Our affiliate organization, the Atlanta Downtown Improvement District (ADID), funds major programs in transportation, capital improvements, public safety, cleanliness, and marketing. For more information, visit www.atlantadowntown.com.

POSITION CLASSIFICATION (this is not a remote position)

This is a full-time, non-exempt position with a competitive salary based on skills and experience. Office hours are 8:30 AM until 5 PM.

Employment, including benefits, is provided through Central Atlanta Progress, Inc. (CAP) and offers employees a competitive benefits package, including health insurance, dental insurance, short-term disability, and a 401(k) savings program.

CAP is an equal opportunity employer and will consider all qualified applicants for employment without regard to age, disability, religion, creed, political affiliation, race, color, sex, marital status, sexual orientation, or national origin.

Full COVID-19 vaccination is required.

TO APPLY

Interested applicants should e-mail a letter of interest and their resume to hr@atlantadowntown.com. Only those applicants deemed qualified will be contacted.

No phone calls, please.

Position Description

Thought partner and principal advisor/supporter to a multi-organization leader serving as President over CAP, a nonprofit 501(c)4 community development organization, and ADID, a public-private partnership 501(c)3 nonprofit organization that strives to create a livable and viable environment for downtown Atlanta.

To thrive in this role, the ideal candidate should possess the following qualities:

Integrity: We value individuals who uphold the highest ethical standards, demonstrate honesty, and act with integrity in all aspects of their work.

Optimism: A positive and optimistic outlook is essential for this position, as it will inspire others and contribute to a collaborative and constructive work environment.

Dependable: We seek candidates who can be relied upon to consistently deliver quality work, meet deadlines, and fulfill commitments with a strong sense of responsibility.

We are seeking a dynamic, dedicated and highly motivated Executive Assistant to join our team and provide comprehensive support to the President of Central Atlanta Progress/Atlanta Downtown Improvement District. The Executive Assistant will play a pivotal role in ensuring the President's office operates efficiently and effectively. The successful candidate will have excellent communication skills, a proactive mindset, and the ability to handle sensitive and confidential information. This position offers a unique opportunity to contribute to the advancement of our community-oriented initiatives and foster positive support to stakeholders, visitors, and residents of downtown Atlanta. The Executive Assistant also functions as a liaison to the board of directors and senior management team, organizing and coordinating executive outreach and external relations efforts, while overseeing special projects. The Executive Assistant must demonstrate a resourceful and self-directed approach, capable of operating with minimal supervision. The ability to adapt in a dynamic environment is essential. The capacity to prioritize instinctively and remain flexible in the face of changing circumstances is vital, given the fluid nature of operations in Downtown. The ideal candidate will be mission-driven and community-oriented, exercising sound judgment in diverse situations. Proficiency in both written and verbal communication is imperative.

This position offers an exciting opportunity to make a significant impact on the community, working towards sustainable development and growth.

Responsibilities:

- **Executive Support:** Provide C-level administrative support to the President, managing calendars, scheduling appointments, and coordinating meetings and events. Prepare meeting materials, reports and presentations as required.

- **Communication Management:** Act as a primary point of contact for internal and external stakeholders, handling correspondence, emails, and phone calls on behalf of the President. Ensure prompt and professional responses to inquiries.
- **Board Relations:** Facilitate communications between the President and the Board of Directors, ensuring timely dissemination of information as well as provide support for BOD meetings and documentation.
- **Special Projects:** Assist the President in managing special projects and initiatives. Collaborate with various teams and stakeholders to ensure projects are executed efficiently and according to established timelines.
- **Document Management:** Maintain and organize important documents, records, and files, both in physical and electronic formats. Ensure confidentiality and secure storage of sensitive information.
- **Travel Arrangements:** Coordinate travel plans for the President, including booking accommodations, transportation, and other logistical arrangements.
- **Budget and Expense Management:** Assist with monitoring and managing the President's budget and expenses, ensuring adherence to financial guidelines.
- **Strategic Support:** Provide strategic assistance to the President in decision-making processes, conducting research, and preparing background information for key initiatives.
- Undertake specific personal administrative tasks for the President, such as coordinating family-related matters, monthly billings, and payments.

Qualifications:

Bachelor's degree in business administration, public administration, or a related field preferred. Previous experience as an executive assistant or in a senior administrative role with a track record of supporting high-level executives is highly desirable. Excellent written and verbal communication skills are essential for effective interaction with diverse stakeholders. The successful candidate is able to handle multiple tasks concurrently, possess a high level of accuracy and attention to detail in all tasks and responsibilities. The individual in this role must possess decorum and demonstrate a high level of discretion in all aspects of their work. The ability to thrive in a fast-paced environment, adjusting to changing priorities and managing time efficiently is vital. A deep dedication to fostering a thriving and cohesive community and an understanding of the non-profit sector's dynamics are advantageous. Technology proficiency with Microsoft Office Suite is a must.

If you have the skills, patience, experience, and passion for community development, we encourage you to apply for this impactful role as the Executive Assistant to the President of Central Atlanta Progress and the Atlanta Downtown Improvement District.