

<b>POSITION:</b>	Executive Assistant
<b>SALARY RANGE:</b>	\$55,000-65,000 dependent on qualifications (full time, exempt, salaried), with competitive benefits (medical, dental, retirement contributions, parking/transit assistance)
<b>REPORTS TO:</b>	President and Director of Operations
<b>LOCATION:</b>	Downtown Saint Paul, in person
<b>DEADLINE:</b>	Ongoing, interviews to begin in March 2025 until position is filled

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## ABOUT THE SAINT PAUL DOWNTOWN ALLIANCE

The Saint Paul Downtown Alliance (SPDA) is a nonprofit organization founded in 2018, dedicated to fostering vibrancy and vitality in downtown Saint Paul. Governed by a board of leaders from the public, private, and nonprofit sectors, the Alliance focuses on three strategic areas:

1. **Safe and Clean:** Overseeing the Saint Paul Downtown Improvement District to enhance safety and cleanliness.
2. **Vitality:** Delivering programming and activations that foster a lively downtown.
3. **Messaging and Advocacy:** Promoting positive narratives about downtown and advancing beneficial policies.
4. **Redevelopment Initiative:** Strategically address the challenges and seize the opportunities downtown is facing

## EXECUTIVE ASSISTANT POSITION OVERVIEW

This role goes beyond traditional administrative support; it is a strategic and facilitative position that plays a critical role in advancing the Saint Paul Downtown Alliance's mission. The Executive Assistant provides high-level support to the Downtown Alliance's leadership team, ensuring operational efficiency and alignment with organizational priorities.

Success in this role requires a combination of focus, flexibility, and a proactive, behind-the-scenes approach. The ideal candidate demonstrates exceptional discretion, self-direction, and resourcefulness, along with strong emotional intelligence and analytical skills. This role involves effectively managing shifting priorities and decision-making processes, while handling multiple projects and prioritizing tasks to support the leadership team and the organization as a whole.

The Executive Assistant thrives in a fast-paced, small-team environment, confidently balancing administrative and strategic responsibilities to enhance the organization's efficiency and impact.

We're looking for a team player who thrives in a collaborative, mission-driven environment and is energized by contributing to the vibrancy of downtown Saint Paul. The ideal candidate is passionate about making a positive impact in the community and enjoys working in a dynamic, fast-paced organization where every day brings new challenges and opportunities.

## CORE COMPETENCIES

- **Adaptability**: Thrives in a dynamic environment with shifting priorities and deadlines.
- **Attention to Detail**: Ensures all work is accurate, polished, and professional.
- **Problem-Solving**: Anticipates challenges and develops creative, actionable solutions.
- **Collaboration**: Works effectively with diverse stakeholders, from Fortune 500 executive level board members to downtown residents and ambassador team staff.
- **Time Management**: Handles competing priorities and meets deadlines with efficiency.

## KEY RESPONSIBILITIES

### Calendar Management

- Strategically manage calendars to ensure optimal scheduling for efficiency and productivity.
- Coordinate and prioritize meetings, resolve conflicts, and plan recurring appointments.
- Plan future scheduling needs aligned with organizational goals, including time allocation for focus or travel.
- Act as a gatekeeper by filtering requests and effectively managing the executive's time.

### Email and Communication Management

- Sort and prioritize emails, flag urgent items, and ensure timely follow-ups.
- Draft, proofread, and respond to routine or sensitive correspondence while maintaining professionalism.
- Handle sensitive communication securely and manage stakeholder interactions effectively.

### Meeting Coordination and Preparation

- Organize and prepare for meetings, including agendas, materials, and follow-up actions.
- Coordinate board of directors' meetings and facilitate communication between leadership and board members.
- Assist with setting up internal and external meetings, ensuring seamless execution.

### Financial Management

- Process and code invoices to the appropriate departments as they are received.
- Support Director of Operations to prepare and track outgoing invoices.
- Prepare monthly expense reports.

### Travel and Event Coordination

- Organize industry conference attendance several times per year and handle travel logistics including flights, hotels, and ground transportation.

- Assist with organizing board meetings and executive team events, including agenda preparation and material distribution.
- Manage event logistics such as location setup, technology, catering, attendee coordination, and post-event follow-up.

### Project Coordination

- Assist with special projects, including research, analysis, and coordination.
- Oversee components of high-visibility projects, ensuring the efficient use of resources and on-time completion.

### General Office Duties

- Utilize and maintain core technology systems to streamline processes.
- Manage mail, office supplies, and other administrative tasks as needed.
- Maintain updated organizational records and databases.

### Confidentiality

- Handle sensitive and proprietary information with discretion and professionalism.
- Ensure appropriate sharing of information within the organization while guiding peers on confidentiality standards.

### KEY PERFORMANCE INDICATORS (KPIs)

- All meetings are scheduled, prepared, and executed without conflicts or disruptions.
- High-priority projects and events are delivered on time and aligned with organizational goals.
- Calendar management and correspondence are handled with professionalism and accuracy.
- Travel and event logistics are seamless, with no unanticipated issues.
- Confidentiality and discretion are consistently upheld.

### QUALIFICATIONS

- **Experience:** Minimum of three years in an executive assistant or similar administrative role.
- **Skills:**
  - Exceptional organizational and time-management skills.
  - Strong written and verbal communication skills, including the ability to draft polished correspondence.
  - Proven ability to handle sensitive information with discretion.

- **Technical Proficiency :**
  - Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).
  - Familiarity with tools such as Zoom, Slack, and project management software (e.g., Asana, Trello).
  - Experience with CRM tools (e.g., Salesforce) is a plus.
  - Able to quickly learn new tools.
- **Attributes:**
  - Highly detail-oriented, with a proactive problem-solving approach.
  - Self-motivated and adaptable to changing priorities in a fast-paced environment.

## DESIRABLE QUALIFICATIONS

- Experience in a nonprofit or mission-driven organization.
- Familiarity with event planning or community engagement.
- Basic graphic design skills for creating polished event materials or presentations.
- Strong interpersonal skills and the ability to build positive relationships with stakeholders.

## WHY JOIN US?

At the Saint Paul Downtown Alliance, you'll be part of a small, collaborative team dedicated to creating a vibrant downtown. This role offers the opportunity to contribute meaningfully to the city's revitalization while growing professionally in a supportive and dynamic environment.

## HOW TO APPLY

Submit your resume and cover letter to [careers@stpdowntownalliance.org](mailto:careers@stpdowntownalliance.org) . Applications will be reviewed on a rolling basis until the position is filled.