



Position: Administrative Assistant
Department: General and Administrative
Reports to: Executive Director
Status: Part-time (20 hours per week), hourly, non-exempt
Available: August 2019

ORGANIZATIONAL OVERVIEW

From the Top believes that supporting, developing, and sharing young people's artistic voices is more important than ever. For almost 20 years, From the Top has amplified the stories and talents of America's extraordinary young musicians by presenting live performance opportunities in premier concert venues across the country; producing a weekly NPR radio broadcast that is heard by half a million listeners throughout the nation; providing training in communication, leadership, and community engagement skills; and administering scholarship opportunities that total more than \$3 million over 13 years.

Summary:

From the Top (FTT) is seeking an Administrative Assistant to serve as a critical member of our leadership team in a dynamic and creative work environment, supporting FTT's Executive Director (ED) and other FTT leadership. This position requires a highly experienced administrative support person with excellent communication, organizational, and problem-solving skills; excellent computer skills, including experience with both Macs and PCs; and a high attention to detail. The Administrative Assistant is responsible for working diligently to manage the Executive Director's daily calendar, workflow, and travel arrangements; supporting communication to the Board of Directors; coordinating logistics for our education and community engagement program; and providing administrative support to the Development and Marketing departments as needed.

Key Duties and Responsibilities:

- Proactively and professionally represent the ED to external and internal parties via phone and email.
- Schedule and prepare agendas for internal and external meetings called by the ED, as well as Board of Directors and Advisors meetings. Prepare appropriate documents and presentations.
- Track and submit expense reports and time sheets for ED and Director of Development and External Relations.
- Arrange all travel for ED, and other FTT leadership as needed.
- Compose and manage correspondence as needed on behalf of ED.
- Coordinate logistics for Board meetings, Board Committee meetings, Nominating Committee meetings, and internal management meetings; take minutes and assist in tracking follow-through.
- Coordinate meetings and track follow-through for ED's supervision of educational consultants across the country.

- Maintain accurate and timely call records for donor meetings in Raiser's Edge and maintain contact database records.
- Assist as needed in gift processing and acknowledgment process with attention to executive stewardship correspondence.
- Support other related duties and Development functions as assigned.

Qualifications:

- Bachelor's degree and at least 1 year of administrative support experience required.
- Excellent customer service and problem-solving skills; must be able to anticipate potential problems and develop alternative solutions.
- Ability to work independently and collaboratively with other staff and to operate in a fast-paced, energetic office environment which supports both on-site and remote staff.
- High level of written and oral communication skills, time management, and organizational skills; must be detailed-oriented and able to meet specific goals and deadlines in a timely fashion.
- Excellent computer skills (on both Mac and PC) and substantial knowledge of business software applications, including Microsoft Office Suite; some database experience required.
- A strong interest in classical music and youth development preferred.
- Valid driver's license preferred.
- Ability to engage in light physical activity such as lifting boxes weighing up to 20 pounds.
- Must complete criminal history and identity check screenings.

Salary and Benefits: This is a part-time, non-exempt position eligible for Massachusetts Earned Sick Time.

To Apply: Please send resume and cover letter to jobs@fromthetop.org with the job title in the subject line. No phone calls please.

From the Top is an equal employment opportunity employer. The organization adheres to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability.