



**POSITION DESCRIPTION**

**Duty    Action    Results    Excellence**

<b>Position:</b>	<b>Executive Assistant/ Business Development Associate</b>	<b>Salary Range:</b>	
<b>Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<input checked="" type="checkbox"/> Regular FT <input type="checkbox"/> Contract    Other:	
<b>Location:</b>	Portsmouth, NH	<b>Date Prepared:</b>	February 2010
<b>Reports To:</b>	President/CEO	<b>Approved By:</b>	DVP

**The Company:**

Dare Mighty Things, Inc. is a veteran owned small business with offices in Washington, D.C., Portsmouth, NH and New York, NY. As a management consulting firm, DMT specializes in helping clients to achieve important social outcomes. Its clients are primarily government, foundation, and nonprofit organizations serving youth and families in need.

**Purpose:**

The Executive Assistant will be responsible for providing administrative support to the President/CEO including scheduling, travel planning, document preparation, and project-related research. In addition, the Executive Assistant will work with the Director of Finance and Administration, serving as a liaison with corporate vendors. The EA supports the CEO and corporate staff with business development efforts and functions as primary liaison among staff in areas of team communication, public relations, and marketing.

**Essential Accountabilities:**

- **Executive Support.** Manage the President’s schedule, plan travel, coordinate meetings, conduct administrative research, and work on projects as directed. Support the President and business development team in the acquisition of new clients by monitoring DMT identity standards and maintaining website, collateral, and presentation materials as required.
- **Marketing, Communication, and Public Relations.** With an emphasis on external communication, function as point of contact and coordinator for public and inter-office announcements. Solicit material and post notices and briefs pertaining to DMT contract activity. Maintain areas of public website as necessary. Post briefings on inter-office web-based knowledge management system, including corporate announcements and administrative-related issues.
- **Business Development.** Enhance relationship development and serve as primary support to the business development team. This includes assistance with proposal management, collateral development, and managing email blasts.



DON'T JUST DREAM. DO.

POSITION DESCRIPTION

Minimum Qualifications and Profile:

	Requirements
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree with emphasis in management, organizational development, social services, communications, business, or related area</li> <li>• Technical training in office management, human resource administration, and/or graphic design desired</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Must have at least 5 years of experience providing executive administrative support</li> <li>• Required experience to include travel and meeting planning, marketing and communications. Customer service experience required</li> </ul>
<b>Knowledge/Skills:</b>	<ul style="list-style-type: none"> <li>• Highly organized with exceptional attention to detail</li> <li>• Ability to work independently and with a team</li> <li>• Excellent oral and written communication skills essential</li> <li>• Proficiency with Microsoft Office software to include Outlook, Word, Powerpoint and Excel. Experience with Highrise/ 37 Signals, Jive SBS, InDesign, Dreamweaver and Adobe Photoshop highly desirable</li> <li>• Graphic design skills</li> <li>• Website maintenance experience desired</li> </ul>

*\*This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the company reserves the right to modify, add or remove duties and assign other duties as necessary.*

*\*\*See also DMT’s staff profile.*