

## **ORGANIZATION SUMMARY**

The Trust for the National Mall (TNM) stewards private support to design and deliver modern and resilient solutions that will preserve the historic grounds and transform the visitor experience on the National Mall.

With 36 million annual visits, the National Mall is one of the most visited parks in the world. In partnership with the National Park Service, we have invested more than \$22 million in private support and helped advocate for an additional \$130 million in Federal Funds.

The National Mall carries the single biggest deferred maintenance figure of any park in the National Park system. Recognizing that Congress has not adequately supported the needed maintenance and improvements to our beloved national treasure over the past forty years, the Trust has embarked on an unprecedented partnership with the National Park Service to raise the necessary funds to accelerate activity in completing critical projects.

The Trust offers a supportive work environment, competitive salary and benefits, and the opportunity to participate in a once-in-a-generation movement.

The Trust for the National Mall is currently seeking a full time, experienced, Executive Assistant to work directly with the Trust's President and CEO.

## **EXECUTIVE ASSISTANT TO THE PRESIDENT JOB DESCRIPTION**

The Executive Assistant works directly with the President to help manage her time and help promote and represent the organization internally and externally; providing liaison between the president and staff.

### **EXECUTIVE SUPPORT**

The Executive Assistant must demonstrate:

- Strong interpersonal and organizational skills
- Ability to prioritize effectively and follow through on multiple projects simultaneously
- Demonstrate impeccable verbal and written skills
- Demonstrate advanced use of MS Office and knowledge of software applications, such as desktop publishing and database management
- Ability to self-start but also work effectively as a member of a team with high energy, maturity and poise, and function independently with minimal supervision
- Good judgment, good cheer, discipline of discretion regarding sensitive and confidential information
- A sense of urgency when completing tasks, accuracy and cooperation are essential to this position

## **QUALIFICATIONS**

Degree qualifications:  
Bachelor's Degree preferred  
Years of experience: 5

The Executive Assistant will provide multi-dimensional assistance that will aid day-to-day operations. Adept collaboration and communication skills will aid in these duties, as will an eye for details. The ideal candidate will respond to immediate small-scale needs while maintaining focus on long-term priorities. Specific functions supporting the President:

- Manage and maintain schedule – prioritize and process appointments, arrange travel
- Maintain Board outreach – interface with board member assistants to facilitate meetings and information flow
- Prepare and develop a records management system; maintain and recommend changes to records system when appropriate
- Prepare and process monthly expense reports for President, review others that need executive approval.
- Opening, sorting, and distributing correspondence, including email, faxes, and snail mail
- Facilitate the president's regular interaction with staff
- Manage and develop weekly staff meeting agendas and distribution.
- Plan & execute board meetings including securing venue, meeting materials, speakers, catering, entertainment & transportation
- Assist development and marketing departments as needed with production of materials especially for events that include the President

Please submit resume, cover letter and one writing sample to:  
[information@nationalmall.org](mailto:information@nationalmall.org) with "Executive Assistant Candidate [LAST NAME]" in the subject line. Please submit all materials in one document in PDF format if possible. No phone calls please.