



Position: Executive Assistant & Office Manager

Reports to: Executive Director

Location: Renton, WA (Hybrid working model of approximately 50% from the Renton office / 50% remote from your home office)

Status: Full Time

Salary: \$62,000- \$70,000 + full benefits (medical, dental, vision)

Deadline to Apply: Tuesday, Jun 21, 2022 by 11:59pm (PST)

About You

Do you enjoy organizing and managing multiple schedules, planning successful events, and completing tasks efficiently in a deadline-oriented environment? Is staying on top of the details second nature to you? Do you have a passion for serving youth who live in underserved communities? If this sounds like you, read on!

About the Role

Key to Change is looking for an Executive Assistant & Office Manager to provide high level support for the Executive Director & Founder. The ideal candidate will be a high energy, organized and detail-oriented individual with strong communication skills, high emotional intelligence (EQ), and have the ability to get things done at a high level in a deadline-oriented environment. They will be a results-driven, team and detail-oriented professional who is comfortable working on multiple tasks. Experience in nonprofit administration or development is a plus.

Success is driven by the ability to work independently combined with a high degree of time management and organizational skills. The highest priorities of this role are being the primary point of contact for the Founder & Executive Director, fostering relationships with prospective and current students, their families and other key stakeholders in the organization, and maintaining the professional and studio calendar of both the executive and the string studio.

About the Organization

[Key to Change](#)'s mission is to inspire underserved youth through world-class music instruction and to support their development as self-aware leaders. We are a non-profit music education organization based in South King County that is specific to violin and viola lessons. Our core values include cultivating meaningful relationships, providing world-class music instruction, accountability and excellence in all aspects of business.

Job Description

Reporting directly to the Executive Director & Founder, the Executive Assistant & Office Manager provides administrative support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies and is closely engaged with students and their families. The Executive Assistant & Office Manager also fosters relationships with

prospective students and donors, organizes and coordinates outreach and external relations efforts and oversees special projects.

The Executive Assistant & Office Manager must be community oriented, mission-driven and find fulfillment working at a values-based organization. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Responsibilities

Administrative

- Provide administrative support including effectively planning and maintaining executive director's calendar with attention to accuracy, detail and allocation of time and resources to promote productivity and successful execution of Executive Director's objectives
- Serve as a primary point of contact for the organization, find answers to questions or direct requests to the appropriate person
- Schedule meetings and give weekly briefs to the Executive Director
- Support the Executive Director's efficiency by collecting, preparing and distributing information for use in upcoming meetings and discussions
- Use discretion and maintain confidentiality in handling sensitive information
- Maintain an organized filing system within G-suite to easily access past documents
- Maintain accurate donor records in Salesforce
- Maintain insurance policies through broker
- Maintain an up to date roster of South King County Orchestra Teachers

String Studio

- Assist Executive Director with relationship building; follow up on leads of prospective students and donors
- Maintain the violin and viola studio schedule, work with the Executive Director to determine private and group lesson times
- Serve as the primary contact for studio families when it comes to scheduling conflicts or concerns and coordinating student's schedules with the studio schedule
- Maintain the yearly student roster including updated contact information for students and their parents
- Develop and foster relationships with local orchestra teachers in South King County

Marketing

- Work with the Executive Director to develop a consistent schedule of social media posts and content for the studio's facebook, instagram and youtube pages
- Compose monthly studio newsletters through Mailchimp
- In partnership with the Executive Director, work with the contracted graphic designer to get deliverables accomplished by providing copy, photos and overall vision for projects

Financials

- Develop profit and loss statements after major events

- Prepare a monthly income and expense spreadsheet for accountant to use to prepare monthly financial statements
- Send tuition invoices at the start of each trimester and maintain records of tuition payments throughout the trimester.
- Send out year end giving statements to donors who gave \$250 or more

Event Planning

- Spring Salon - our largest fundraiser of the year
 - Work with Executive Director to set fundraising goals, budget and develop weekly deliverables to stay on track to accomplish said goals
 - Work closely with multiple vendors to ensure room set-ups, audio/visual needs, photography, housekeeping and catering needs are met
- Solo String Festival - a community outreach event for all middle and high school violin and viola players in South King County & student concerts (summer finale concert and holiday concert, which also serve as a way to engage donors and other constituents)
 - Secure venue
 - Arrange travel and lodging for guest artists
 - Develop rehearsal and performance schedule, coordinating with studio families
 - Secure external contracted help - videographer, photographer and volunteers

Qualifications

- Strong organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Proven track record of approaching changing priorities with a positive attitude and solution orientation
- Strong interpersonal skills and the ability to build relationships with stakeholders, including external partners, donors, students and their families
- Excellent written and verbal communication skills
- Comfortable collaborating with others and working independently
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Proven ability to be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response

Education and Experience Requirements

- Bachelor's degree from an accredited college/university or equivalent work experience
- Strong work tenure: five years of executive assistant work experience, with evidence of growing responsibility in undertaking higher-level administrative support in a fast-moving environment
- Experience working with small start-up companies and/or non-profit organizations
- Proficient in Google Suite, Zoom as well as the occasional Microsoft Word, Excel, and PowerPoint
- Salesforce and wordpress knowledge a plus
- Comfort working independently and collaborating

To Apply

Please submit a resume, cover letter and two writing samples. Your cover letter should express your specific interest in and qualifications for this role as well as respond to these questions:

- 1) What does it mean to work in an inclusive environment with students, where diversity and equity is at the center of Key to Change's core values and mission?
- 2) How have you demonstrated in your own personal and professional life your commitment towards diversity and inclusiveness?

Please email information in a PDF format to jobs@keytochangestudio.org. No phone calls or social media inquiries, please.