



Position: Senior Support Assistant

Reports To: Chief of Staff

Type: Exempt

Location: Baltimore, Maryland

ORGANIZATION PROFILE

The Business Network for Offshore Wind (The Network) is a nonprofit, educational organization with a mission to develop the offshore wind renewable energy industry and its supply chain. The Network partners with industry and government to build an innovative supply chain that will create and sustain jobs, benefiting local economies and ensuring a cost-effective clean energy portfolio. We advance this through collaboration, education, and innovation, bringing together global developers, policymakers, academia, and leading experts to grow this new and vital offshore wind industry that provides a practical solution to climate change and creates well-paying jobs.

POSITION SUMMARY:

The Network is searching for a Senior Support Assistant who reports directly to the Chief of Staff. The Senior Support Assistant is responsible for managing the day-to-day calendar and provides executive-level administrative support for the Executive Office team and Chief of Staff.

The assistant must be highly organized, diligent, proactive, and enjoy working within an entrepreneurial environment that is mission focused, results driven, and community oriented. This individual will have responsibility for providing a full-range of executive level administrative support and project management to the President and CEO, and executive staff, including work of a highly confidential and complex nature that requires considerable discretion, judgment, flexibility, decision-making, and attention to detail. The Senior Support Assistant works closely with the Chief of Staff, CEO and Executive team to coordinate, execute and manage the administrative functions of the Executive Office. This person must have the ability to exercise professionalism, discretion, and good judgment in a variety of in/formal and non/public situations with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain balance among multiple and competing priorities.

This position will be required to be able to work onsite at the Network office daily.

POSITION FUNCTIONS & RESPONSIBILITIES:

- Oversee scheduling and calendar management of Executive Office (CEO, Sr. VPs) including scheduling internal and external meetings, travel, external events and speaking engagements by engaging with both internal and external stakeholders in multiple U.S. and global time zones
- Working with the Chief of Staff by vetting scheduling requests (internally and externally) against organizational priorities and Executive office leadership roles to better organize the Executive Office team member's calendar and responsibilities, make judgements and recommendations before scheduling, prioritize inquiries and requests while troubleshooting conflicts; consult on changes
- Provide contact and follow-up with external offices/requests to schedule and confirm appointments



- Stay ahead of all organization events and the Executive team meetings and appointments to quickly respond and adjust to changes in schedules.
- Collaborating with Chief of Staff to keep the Executive Office team well informed of upcoming commitments and responsibilities, and follow up appropriately
- Working with COS determine staff who should be included in meetings
- Prepare daily calendar along with nightly briefing packet to the Executive Office team
- Coordinates and manage all logistics for complex and continually changing domestic and international travel; maintains reward travel program information for all Executive Office team and Chief of Staff
- Prepare logistics memos for out-of-office appointments including meetings, events, speaking engagements and international and domestic travel; updates and communicates changes to schedule for Executive Office team
- Maintain up-to-date board member information
- Schedules quarterly BOD meetings with direction from Chief of Staff
- Coordinate all aspects of the quarterly Board of Directors (BOD) meetings including ensure any technical requirements for meetings are met
- Schedule BOD committee meetings as needed, be they virtual or in-person. Assist BOD with travel arrangements and lodging, as needed.
- Assemble board packets and board binders for new Director members
- Schedule Board of Director applicant interviews and board orientation, collect applications.
- Provide Executive support of a complex, time-sensitive, detailed and confidential nature
- Follow up on contacts made by the Executive team that supports the cultivation of ongoing relationships – scheduling follow-up meetings and phone calls, emailing and mailing materials.
- Responsible for all executive level data entry and maintaining accurate contact information in the Network database
- Complete a broad variety of administrative tasks that facilitate the Executive Office's ability to effectively lead the organization, including assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports.
- Respond promptly to managers' queries and assist with requests from senior management for notes, documents, and meeting information as needed
- Assist VP Technology with document management system

EDUCATION & EXPERIENCE:

- Bachelor's degree preferred
- Strong work tenure: 3 to 5 years of experience supporting C-Level Executives, preferably in a non-profit organization or government role
- Experience in foundations, nonprofits, or the public sector, highly desirable
- Proven track record of project management and research and skills
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams) Asana and adobe acrobat. Experience using Salesforce preferred
- Ability to handle multiple tasks under time-sensitive deadlines



- Ability to work with minimum supervision and handle confidential matter with discretion
- Strong organizational skills that reflect ability to perform and prioritize multiple and competing tasks seamlessly with excellent attention to detail. Ability to promote a team culture of accountability and results
- Demonstrated ability to work individually and collaboratively
- Flexibility and tolerance for ambiguity. Willingness to handle complex and mundane matters
- Experience in domestic and international travel arrangements
- Ability to travel domestically and internationally

BENEFITS AND COMPENSATION:

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

WORKING CONDITIONS

- Work is in an office environment

The Business Network for Offshore Wind provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.