



**Fellowship Square**

**Title:** Board Liaison and Executive Support Manager (BLESMB)

**Job Type:** Full-time

**Department:** Executive

**Reports To:** CEO

**Salary Range:** \$55,000 - \$63,000 annually

**Location:** Reston, Virginia

This job description provides a general guideline of the most common duties, responsibilities, and minimum requirements for this position. It is not all inclusive and the responsibilities may vary. Working hours are primarily during day shift, but this position may need to work varied hours including evenings and weekends, as business needs dictate during peak time.

**SUMMARY OF POSITION:**

The position is responsible for supporting our volunteer Board members in Virginia and Maryland and supporting the CEO with special projects. The BLESMB will manage the Fellowship Interns: Learning & Leadership (FILL) program. The BLESMB will work with various teams on projects related to governance, housing, services and planning the annual business meeting.

**ESSENTIAL DUTIES:**

- Provides administrative support to Board members and Board committees as needed; attends Board and committee meetings; serves as staff support for the Governance Committee; facilitates actions and resolutions needed by the Board.
- Plans and coordinates Annual Meeting of the Corporate Members. Arranges all logistics and ensures meeting notifications and materials comply with Bylaws.
- Arranges for guest speakers at Board meetings and/or the Annual Meeting.
- Assists the CEO with administrative duties and special projects
- Assembles Board binders for meetings; manages Board rosters and all information pertaining to Board members' terms and service ,monthly service hours, committee service, and SharePoint access
- Makes catering/space arrangements and preparations for bi-monthly Board meetings; including the Annual Meeting of the Corporate Members
- Manages internship program to include talent search components, schedules and orientation
- Participates in monthly staff meetings and other project meetings; participates in committee meetings as requested
- Facilitates and assists with periodic Board assessments and surveys
- Helps to plan Board workshops and retreats

- Provides Board orientation to new Board members and periodically provides similar updates to the Board
- Other projects and administrative duties may be assigned

## **QUALIFICATIONS AND REQUIRED SKILLS**

- Strong proficiency with SharePoint, Microsoft Office Suite including flowcharts and PowerPoint; online tools and applications such as Zoom, Microsoft Teams, Adobe, Prezi, Doodle Poll, Survey Monkey, Constant Contact
- Bachelor's degree required, preferably in the areas of Business, Marketing, Communications or other related field
- Minimum of 4 years of experience in managing teams, working with Boards of Directors, project support, team leader(s) or other related experience required
- Previous nonprofit experience is desirable

### **ESSENTIAL SKILLS/KNOWLEDGE:**

- Strong writing, reading and math skills; excellent proofing and content review skills are a must
- Significant communication skills (written, verbal and non-verbal formats)
- Well-developed sense of customer service; ability to build strong business and stakeholder relationships
- Ability to quickly learn relevant computer software programs
- Ability to enter and maintain accurate data/information
- Strong organizational skills
- Demonstrative experience and judgment to create goals and achieve them
- Showcases strong problem-solving skills, presenting solutions, presents new ideas and thoughts to support goal achievement
- Strong time management skills; establishes and/or seeks out essential priorities when tasked with multiple projects
- Strong interpersonal and diplomacy skills
- Demonstrative abilities in collaborative team building and consensus
- Exceptional analytical and critical thinking skills
- Ability to work as part of a team and to work independently; a self-initiator, versatile and assumes risk with responsibility

### **ESSENTIAL COMPETENCIES/BEHAVIORAL REQUIREMENTS:**

- Must be able to work as an integral part of the Fellowship Square team
- Must be able to understand the importance of the position for the success of the business
- Be on time and reliable
- Possesses common sense and intuition; anticipates well
- Collegial, with the ability to maintain a good rapport with all departments
- Meticulous attention to detail
- Must be able to cope within a fast-paced work environment; perseveres with tenacity
- Must be able to manage multiple projects with minimal supervision; separating mission critical from the non-strategic
- Must be fearless in tackling issues and challenges as they arise; doesn't avoid confrontation
- Ability to accept change and be flexible; focusing on action and outcomes

- Must be able to act with honor, character and integrity

**To Apply:** Apply through Indeed, sending cover letter and resume: <https://www.indeed.com/job/board-liaison-executive-support-manager-71a2d9e4f2771341>