

Research to Prevent Blindness Executive Assistant to the President

Research to Prevent Blindness

Research to Prevent Blindness (RPB) is the leading nonprofit organization supporting eye research directed at the prevention, treatment, or eradication of all diseases that damage and destroy sight. As part of this purview, RPB supports efforts to grow and sustain a robust and diverse vision research community. Since it was founded in 1960 by Dr. Jules Stein, RPB has awarded more than \$413 million in research grants to the most talented vision scientists at the nation's leading medical schools. As a result, RPB has been associated with nearly every major breakthrough in the understanding and treatment of vision loss in the past 64 years. Learn more at www.rpbusa.org.

Executive Assistant to the President

Executive

Full-time Position

Position Summary

The primary role of the Executive Assistant to the President will be to support all aspects of the Organization's mission as part of a collaborative team by facilitating communications between the President and internal and external partners while helping to execute various activities. Additionally, the Executive Assistant to the President will collaborate with the External Affairs Department in special duties and assignments. This position reports to the President of the organization.

Responsibilities

Assist the President in various matters and provide links between the President and the staff, Trustees, scientific reviewers, donors, and grantees to implement all activities smoothly; responsibilities include:

- Develop a good working understanding of RPB's mission and related activities and the impact of the organization.
- Assist the President in the day-to-day activities of the organization while ensuring compliance with all of RPB's policies and procedures.
- Manage the President's scheduling, including agendas and other organizational logistics. Coordinate travel logistics, including flights, hotels, and car reservations.
- Maintain information for the President's contacts.
- Support the distribution of materials for the Board of Trustees using Board Effect software. Maintain updated trustee contact information for Board Effect.
- Support the organization and logistics of Board of Trustees meetings, including hotel reservations, catering orders, event planning, and other activities as needed.
- Create and send Outlook meeting invites for the President.
- Coordinate and handle President-related events.
- Create meetings and site-visit documents as required by the President.
- Support the organization by answering the phones and troubleshooting the phone system.
- Liaise with external IT and other vendors to troubleshoot computers and other equipment for the organization.
- Assist the President and Director of External Affairs in performing additional duties and special projects as needed, including but not limited to small writing assignments for the website or e-newsletters.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Qualifications

The ideal candidate uses time effectively and efficiently, concentrating efforts on the more important priorities. Highly organized, fast learner, and detail-oriented. Has the capacity to manage competing priorities and tight deadlines. Flexible and comfortable with multitasking.

Education:

A bachelor's degree or the equivalent combination of education and experience is preferred.

Strong proficiency in using the internet and software applications, such as Microsoft Office Suite, Zoom, and Webex.

Experience:

The ideal candidate will have a minimum of 3 years of experience as an executive assistant and proficiency with Microsoft Office applications and internet research. The candidate will be a proactive problem solver with exceptional communication skills and meticulous attention to detail. This person should have experience working in an office environment, performing administrative duties, and providing support to the President. Given the dynamic nature of the executive landscape, we rely on the executive assistant to be flexible and consistent while maintaining the confidentiality of high-level systems and operations.

Skills:

This individual will be detail-oriented, teamwork-oriented, and adaptable with proven analytic and problem-solving skills while meeting deadlines. Strong organizational skills combined with initiative, resourcefulness, and the ability to manage multiple priorities with minimal direction are essential. Ability to maintain and respect sensitive and confidential information related to the work and position, as well as matters in general. Because the nature of the role includes regular interactions with our board members, team, grantees, and other constituents, this individual must possess excellent oral, written, and interpersonal communication skills while also being a good listener.

Character:

The successful candidate will have the ability to understand and consider organizational culture and change and should be open-minded, flexible in approach, and willing to adapt when necessary. The individual must have an "all-hands-on-deck," information-sharing, enterprising attitude with a willingness to learn and grow. The ideal candidate will be self-disciplined and demonstrate the ability to work collaboratively as part of a high-performance team. The ideal candidate should be confident enough to think and speak independently while being collegial and respectful.

Compensation

This position has a salary range of 60,000 to 80,000, reflecting a position based in New York. Please note that this actual salary is commensurate with experience and reflects the budget for a given position. Flexibility may be available.

In addition, RPB offers a competitive compensation package that includes unusually rich benefits. RPB presently pays for all health insurance premiums for the employee and 70% of health insurance premiums for qualified dependents; contributes the equivalent of 25% of an employee's salary into a 401(k) plan after completing one year of employment; and provides the equivalent of 5% of the employee's salary for out-of-pocket medical expenses. Some benefit provisions may change over time.

Research to Prevent Blindness is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

Research to Prevent Blindness has retained the services of BSBSearch. Please email a cover letter and resume in confidence to:

Barbara Brown
Managing Director
BSBSearch
bbrown@bsbsearch.com