



SEMINOLE BOOSTERS

Position Title: Executive Assistant to the President & CEO
Department: Seminole Boosters, Inc.
Reports to: Executive Vice President of Stewardship & Events

Position Purpose

The Executive Assistant will serve as a supportive force, empowering executive leadership by providing high-level administrative and operational support to the President/CEO. The ideal candidate will be a proactive problem solver with exceptional communication skills and meticulous attention to detail. This role requires experience in an office environment performing complex administrative duties, supporting the President/CEO, and operating as a self-starter who can anticipate needs and resolve issues independently.

While the Executive Assistant works closely with and provides day-to-day support for the President/CEO, the position formally reports to the Executive Vice President of Stewardship & Events and is an integral member of that team. Given the dynamic nature of collegiate athletics, the Executive Assistant must be flexible, reliable, and highly discreet, maintaining the confidentiality of high-level systems, communications, and operations.

Principal Responsibilities

- Provide administrative support, such as writing and editing e-mails, drafting memos and briefings, and preparing presentations and communications on the President/CEO's behalf.
- Manage the President/CEO's calendar, including making appointments and prioritizing the most sensitive matters; Organize meetings, including scheduling, sending reminders, and organizing catering when necessary; Exercise discretion in committing time and evaluating needs; Arrange business travel itineraries, travel arrangements, and accommodations for President/CEO
- Serve as a liaison between the President/CEO and Seminole Boosters staff, Athletics Department, campus partners, and the public; This includes receiving the President/CEO's phone calls and visitors, answering a variety of questions with tact and diplomacy, taking messages, and directing calls appropriately for resolution.
- Provide President/CEO updates on project/task planning, prioritization, execution, and follow-up on strategic initiatives from leadership team.
- Coordinates and prepares game day information for President/CEO; Assist with planning and operation of home and away sky boxes including invitations, meal planning, and greeting and hosting suite visitors along with President/CEO and spouse on home game days.
- Keep the President/CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Manage special projects as needed by the President/CEO
- Plan and execute Board meetings including timeline planning, notification, RSVPs. Work with staff leads to develop meeting agendas; Secure special speakers or presenters and provide full briefing prior to meeting; Work with campus partners to calendar meetings for appropriate persons; Coordinate presentation materials and prepare presentations for committees and full board; Distribute documents to Board members and appropriate staff.
- Provide administrative oversight to the general Board and individual committees ensuring proper adherence to by-laws; Manage current Board member and former Chair engagement; Ensure committees are operating at their full potential as outlined in committee charters; Manage new member orientation/onboarding; update Board page on website to guarantee information is current and accurate; Manage ordering items for Board members including Board directory, outgoing gifts, awards, nametags, annual gifts/apparel.



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- Coordination with the Development team and the President/CEO regarding fundraising;
- Serve as the conduit & operations liaison between units & Executive Leadership;
- Additional and/or alternative duties as assigned, including supporting other departments or leadership team members as needed

Education and Experience

- Bachelor's Degree
- Two years' experience in a higher education, fundraising, marketing, sales, events, or fulfillment environment
- Experience working with a complex donor database preferred
- Successful completion of an employment and/or criminal history background check required
- Proven ability and success in a fast paced and constantly changing environment

Skills and Abilities

- Ability to adhere to ethical business practices and promote ethical behavior
- Knowledge of and the ability to apply the principles and practices to strategically align tasks and people with organizational goals and objectives
- Ability to demonstrate effective customer service skills
- Proficiency in a networked environment with Windows with a variety of software applications including Outlook, Excel, Word, and Web navigation
- Careful attention to detail and strong organizational skills with a capacity to meet the requirements of deadline-driven work
- Ability to manage and prioritize multiple responsibilities
- Excellent communication skills to include effective writing and interpersonal skills
- Ability to gather, interpret, report and/or edit information
- Ability to effectively and efficiently solve problems and stay composed and focused in pressing situations
- A self-starter, comfortable working with a team and independently and the ability to take direction and constructive criticism
- Establish and maintain positive relationships, facilitating an environment of collegiality
- Ability to work flexible hours, including evenings and weekends
- Ability to travel
- Professional demeanor
- Strategic
- Project Management
- Organization integrator
- Decision making support
- Board Liaison
- Communication planning
- Special projects
- Staff support