



**Title:** Executive Assistant  
**Supervisor:** Executive Director  
**Classification:** Non-Exempt, Non-Emergency, Full-Time, Salaried

Tudor Place Historic House & Garden, a 5 ½ acre historic estate located in the Georgetown neighborhood of Washington, DC, is seeking an **Executive Assistant**. This position advances the mission of Tudor Place by providing administrative support to the Executive Director, including managing appointments, preparing correspondence and creating preparatory materials, with a particular emphasis upon major gift and capital campaign donor engagement. The ideal candidate must be bold, flexible, organized, skilled in office technology and have a sense of humor.

## **RESPONSIBILITIES**

### *Scheduling*

- Make and confirm appointments with Tudor Place staff, Trustees and committee members
- Make and confirm appointments with members of various constituencies, including donors, members, public officials and colleagues from other organizations
- Prepare background information for meetings
- Conduct meeting follow-up as assigned

### *Correspondence*

- Draft memos, letters and emails from Executive Director
- Review and edit outgoing communications created by the Executive Director
- Assist with email inbox management

### *Outreach*

- Provide logistical support for meetings, tours and other activities
- Serve as the organizational representative at events and meetings as requested by the Executive Director

### *Other*

- Assist in the preparation of grant applications and reports
- Assist with programs and events
- Other duties as assigned

## **EXPERIENCE & EDUCATION REQUIREMENTS**

- College degree
- 3 years of experience in a similar position (administrative support or other)

## **KNOWLEDGE, SKILLS & ABILITIES**

- Exceptional skills in all components of Microsoft Office
- Knowledge of constituent management software a plus
- Familiarity with non-profit environments and fundraising a plus
- Excellent written and verbal communication skills; ability to proofread, edit and ensure accuracy in records and correspondence
- Excellent project management skills, including ability to prioritize tasks, remain organized and meet deadlines
- Ability to be an enthusiastic promoter of Tudor Place's mission and programs
- Appreciation for the fast-paced environment of a small non-profit museum
- Ability to work as part of a team as well as independently
- Must be fearless and tenacious in scheduling appointments

## **COMPENSATION & BENEFITS**

Salary range: mid-upper \$40s.

Compensation is based on qualifications and experience.

Tudor Place provides excellent benefits to employees, including paid leave, paid holidays, free on-site parking and a staff Museum Shop discount for all employees; life insurance and medical benefits are available to full-time employees.

## **TO APPLY**

Please email Helen Hubbard-Davis, Director of Finance & Administration, at [careers@tudorplace.org](mailto:careers@tudorplace.org) with a resume and cover letter. Please include '**EXECUTIVE ASSISTANT**' in the subject line. No phone calls please.

**Tudor Place is an Equal Opportunity Employer.**