



31 Milk Street, Suite 310, Boston, MA 02109 www.tdcorp.org

Executive Assistant

Organizational Overview

TDC is a leading management consulting and research firm that works across the nonprofit sector. For 50 years, TDC has worked exclusively with nonprofit, governmental, educational, and philanthropic organizations, providing them with the business and management tools critical to carrying out their missions effectively.

We possess a strong track record in facilitating highly complex strategic business planning and organizational change processes for hundreds of organizations. Guided by our clients' missions, informed by market realities, and grounded in financial best practices, we work with clients to help them lay out integrated programmatic, organizational, and financial strategies. In addition, TDC works with funders and donors to create philanthropic strategies that support their visions for meaningful impact. The choice to work with both nonprofit organizations and funders is a strategic decision we have made to make impact at two levels: individually at the nonprofit level and sector-wide through our work with funders. This allows TDC to have a truly well informed sector-wide view. On occasion, TDC publishes in-depth research on critical topics faced by the nonprofit sector.

Based in Boston, TDC has a staff of twenty who work with clients nationally. Our consultants hold degrees from top MBA and graduate programs and bring a wealth of experience from the nonprofit and social sectors. Our team is highly skilled in organizational planning, data and financial analysis, program development and evaluation, and operational design.

Position Overview

TDC is hiring an Executive Assistant primarily to support the President and Executive Vice President. In addition, the Executive Assistant will perform a variety of scheduling and administrative duties related to our client engagements and consulting staff. The Executive Assistant works cross functionally with consulting staff and administrative team to support the firm's operations and growth. This is an excellent opportunity to be part of a fast-paced administrative team while learning about nonprofit organizations and management consulting services.

Responsibilities will include the following, but may grow as a candidate becomes more experienced:

Scheduling

- Maintain and manage complex calendars for the President and Executive Vice President
- Schedule and coordinate logistics for in-person meetings, video conferences, and conference calls with clients and TDC consultants
- Assist TDC consultants in scheduling project-related interviews and focus groups
- Work closely with the assistants of clients to schedule meetings and reschedule appointments as needed
- Arrange conference rooms, catering, presentation materials, and audio/visual setup for meetings
- Provide additional team support and perform other related duties, as requested, or as responsibilities dictate

Travel

- Make domestic and international travel arrangements including air, train, hotel accommodations, and ground transportation reservations for TDC staff
- Adjust reservations and any affected meetings as necessary and work with travel agency to coordinate travel logistics
- Compile travel itineraries, manage changes in meeting plans, and provide support to individuals who are traveling, in the event issues arise after hours

Executive Support

- Receive, screen and route phone calls for the President and Executive Vice President
- Track correspondences with important clients in contact management system
- Prepare monthly expense reports by compiling receipts, and track reimbursement status
- Order and pick up lunch for the President and Executive Vice President when needed.
- Act as back up support for Administrative Assistant by answering phones, overseeing public spaces, greeting visitors, and maintaining kitchen area

Qualifications

- Bachelor's degree or related experience
- At least 5 years of office experience providing direct administrative support to organizations and executives, with an emphasis on complex calendar management
- Ability to interact professionally by phone and face-to-face with clients; hospitality or customer service experience is a plus
- Demonstrated knowledge of Microsoft Office Suite, a high degree of comfort with video conferencing and conference call systems, and the ability to learn new technology quickly
- Comfort working in a fast-paced environment and maintaining calm under pressure

- Able to proactively anticipate the needs of senior leaders and solve for challenges as they arise
- Able to work both independently and as a member of multiple teams
- Strong customer service, time management, and organizational skills
- Must have a sense of humor along with a diplomatic and highly responsive communication style
- Interest in and enthusiasm for the nonprofit sector and the administrative field

Applying

To be considered for the Executive Assistant position, applicants should submit a thoughtful cover letter and a resume. All correspondence should be sent to hr@tdcorp.org. No phone calls please.