



**Dorchester Bay Economic Development Corporation (DBEDC)  
Seeks an Executive Assistant**

**About Dorchester Bay Economic Development Corporation (DBEDC)**

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DBEDC is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop, preserve, and sustain affordable rental and ownership housing. We lend capital to and coach small businesses, and prepare job seekers for well-paying, sustainable employment. We stabilize tenancies and foster community leadership. We're focused on equitable development without displacement and providing opportunities for economic mobility.

We are one of Boston's oldest and most established community development organizations, with an annual operating budget of approximately \$6 million and a staff of 36.

**About the Role**

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DBEDC's current long-term Executive Assistant (EA) will retire in July 2024. DBEDC seeks a self-starting, poised, and detail-oriented EA to start in late-March/early-April to be onboarded and trained by the current incumbent until the effective retirement date.

Reporting to the Chief Executive Officer and serving as a trusted partner, the EA will provide comprehensive support to the fast-paced CEO and can anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. The ideal candidate will thrive in a dynamic environment, capably navigate change and ambiguity, remain poised under pressure, and be highly organized.

The EA will successfully oversee complex scheduling for the CEO, prepare documents, and manage special projects. The EA will liaise directly with Board members, the Senior Leadership team, as well as clients, partners, and other stakeholders on day-to-day business, and other matters at the discretion of the CEO.

Emotional intelligence, ability to work with people at all levels within and external to the organization, and ability to garner the trust of the CEO are essential in this role. Candidates with superior judgment, diplomacy, and a high level of personal accountability are encouraged to apply.

**What you can expect to do in the role:**

- Serve as a key point of contact for internal and external constituencies on matters pertaining to the CEO for efficient, comprehensive support to the executive.
- Liaising with the Board of Directors including scheduling and confirming attendance, preparing, and distributing materials, recording meeting minutes, and coordinating documents for signature.
- Provide sophisticated calendar management for the CEO to optimize time management. Prioritize conflicting needs and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements. Handle matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures.
- Work closely w/the CEO to keep her well informed of and prepared for upcoming commitments and responsibilities.

- Research, prioritize, and follow up on incoming issues and concerns addressed to the CEO, including those of a sensitive, highly confidential, and critical nature. Determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organizational policy/philosophy/culture.
- Complete a wide variety of work that facilitates the CEO's ability to effectively lead the organization, including:
  - Managing CEO's mail, signature requests, answering CEO phone line in her absence, and responding to internal and external inquiries (triaging and drafting responses);
  - Ensuring CEO is prepared for upcoming meeting by collecting, prioritizing and preparing information/materials for upcoming meetings;
  - Designing and producing complex documents, reports, and presentations;
  - Composing and preparing correspondence;
  - Creating and maintaining contact lists;
  - Making travel arrangements and completing expense reports;
  - Utilizing knowledge of the organization to collaborate resolve questions and issues;
- Assisting with meeting agendas and managing logistics for high-level meetings and events.
- Participate in special projects and strategic initiatives as needed.
- Comfortably handle highly confidential and time-sensitive information with necessary care and prioritization.
- Collaborate with the Senior Leadership Team to coordinate the CEO's activities.
- Provide event management support as needed.
- Proactively identify process improvements and opportunities to enhance support of the CEO.
- Provides back-up office coverage for Administrative Coordinator to cover PTO.

## Qualifications

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You'll do well in this role if you:

- A minimum of 8 years' experience of progressively complex administrative support or project management.
- Desire to work at a diverse organization in which a variety of racial, ethnic, and other identities are represented, and which serves a diverse community predominantly of color.
- Expert written and verbal English language and business writing ability.
- Strong technology literacy including document creation and collaboration software and ability to learn new technologies.
- Exceptional organizational skills with the ability to multi-task while attending accurately to details.
- Sound judgment, critical thinking ability, and ability to adhere to the utmost confidentiality and exercise discretion with confidential and sensitive issues.
- Strong emotional intelligence and interpersonal communication skills.
- A flexible, quality-oriented, self-starter with the capacity to creatively solve problems.
- Personal accountability, nimbleness, and comfort navigating change or ambiguity.
- Ability to receive and provide constructive feedback. Curiosity and strong willingness to learn.
- Must be able to successfully pass a background check.

**It would be additionally phenomenal if you:**

- Strongest preference for candidates with direct experience supporting a CEO or senior executive.
- Preference for candidates with experience with rules of order and working with boards.
- Candidates with lived experience as a member of Boston's Dorchester and Roxbury communities will be given preference.
- Candidates with expert written and verbal proficiency in Spanish, Cape Verdean Kriolu, or Haitian Kreyol will be given preference.
- Experience using a CRM like Salesforce or a similar program preferred.

**Other important details:**

- Don't be discouraged from applying if you don't "check all the boxes". We appreciate the uniqueness of candidates and there is no "perfect" resume!
- Salary range: \$85,000 – \$95,000.

### **Total Compensation**

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DBEDC's total compensation package features an amazing set of benefits which we considered towards the overall compensation, including:

- (5) Generous cost-sharing medical insurance packages for selection and no eligible waiting period.
- Employer paid Dental and Vision coverage
- Flexible Spending Account and Dependent Care Assistance program
- Short-Term Disability, Long-Term Disability, Life and Accident Death
- Commuter Benefits Program
- Employee Wellbeing On-Demand Services
- Perks at Work Program
- 3 personal days
- 4 weeks' vacation
- 15 sick days
- 17 paid holidays
- Birthday leave
- 5 volunteer days
- 403 (b) plan with generous employer contribution
- Flexible hybrid work environment

### **The Selection Process**

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To apply for this opportunity, please [click here](#). Please submit a cover letter, detailing your interest and qualifications for this opportunity, along with a resume. No phone calls or letters please.

*DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with communities. We welcome and encourage applications from black, indigenous, and persons of color, members of the LGBTQ+ community, persons with disabilities, persons from unconventional career paths, and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.*