



JOB DESCRIPTION

Position Title: Executive Assistant to the President & CEO

Department: Administration

Report To: President & CEO

FLSA: Exempt

Salary Range: \$80,000 - \$100,000

Last Revision Date: February 2025

Job Summary: The Executive Assistant (EA) is responsible for providing full-scope executive level support to the President & Chief Executive Officer (CEO) of the Association for Accessible Medicines (AAM). The position also manages all administrative matters related to the Board in coordination with the AAM Leadership Team and the Board of Director's Officers. The position handles a high volume of assignments with varying complexity, often of a critical nature and requiring a high degree of confidentiality. The position must balance competing priorities and must function efficiently and effectively in a fast-paced professional environment. The EA collaborates with AAM's leadership team to ensure business success and execution of AAM's Mission and Vision.

Essential Duties and Responsibilities:

- Manage all aspects of the full-scope executive level support for the CEO. Interact with all organizational levels, internal and external to AAM, on behalf of the CEO. Conserve and maximize the CEO's time by proactively researching, collecting and analyzing information. Responsibilities include, but are not limited to:
 - Heavy and complex calendar and email management.
 - Monitor upcoming initiatives on a proactive, routine basis to ensure deadlines are met.
 - Manage inbound calls and respond accordingly, initiate conference calls, receive and assist visitors.
 - Manage the Executive Office's inbound/outbound correspondence including reading, drafting and sending correspondence on behalf of the CEO, demonstrating a customer service-oriented approach and ensuring time-sensitive matters are handled expeditiously.
 - Coordinate reoccurring meetings by preparing/distributing meeting agendas and materials, taking and distributing meeting notes, and managing follow-up actions.
 - Establish and maintain a system for filing correspondence, reports, memorandums, etc.
 - Develop and maintain presentations.
 - Manage travel, invoices and expense reports for the CEO.

- Support all administrative matters related to the Board of Directors and Board Committees. Responsibilities include, but are not limited to:
 - Act as staff liaison to the Board of Directors by providing administrative assistance, background materials, Board Meeting agendas, and other support materials.
 - Coordinate and prepare Board of Directors PowerPoint presentations and packets, coordinate programs and departmental materials.
 - Maintain contacts and articles in the Association membership management system/database, manage information on the Board of Directors.
- Manage Executive Office projects and special assignments to include establishing objectives, determining priorities, managing time gaining cooperation of others, monitoring progress, problem-solving and making adjustments to plans.
- Perform other duties as assigned consistent with the goals of AAM.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Exceptional interpersonal skills, exhibits a positive attitude and a professional demeanor
- Exceptional written and oral communication skills, including editing
- Understanding of project management best practices and project management tools
- Strong Microsoft Office365 skills, advanced user of PowerPoint, Zoom proficiency
- Ability to handle highly sensitive and confidential information
- Ability to be diplomatic, resourceful and persuasive
- Ability to develop rapport and engender trust
- Ability to work with creativity and flexibility in a fast-paced environment while maintaining high work standards
- Ability to work independently as well as collaboratively with internal and external stakeholders
- Ability to prioritize and manage multiple initiatives simultaneously
- Ability to create new processes and demonstrate sound judgment
- Ability to anticipate challenges and effectively resolve conflict by identifying opportunities
- Exhibits a high degree of personal initiative
- Strong analytical and organizational skills with attention to detail

Education and Experience Requirements:

- Bachelor’s Degree, preferred
- 3+ years of experience providing executive level support for a CEO, required
- Experience working in a trade association, highly desirable

Travel: < 5%