



Title/Role: Senior Executive Assistant
Reports to: Chief of Staff
Department: Executive Office
Type: Exempt
Location/Base: Baltimore MD/Possible Hybrid
Salary Range: \$75,000 to \$90,000

ORGANIZATION PROFILE

Oceantic (The Network) is a nonprofit organization that provides networking, communications, and educational platforms to support stakeholder's participation in the offshore wind and other ocean renewables industries and contribute to the industry's supply chain growth. We partner with private industry and government agencies to build a resilient supply chain that will create and sustain jobs, benefit local economies, and ensure cost-effective clean energy. We advance our mission by connecting developers, policymakers, academics, and community and workforce leaders through events, education, digital tools, and policy initiatives to grow the vital offshore wind and ocean renewables sectors

POSITION SUMMARY

Oceantic (the Network) is looking for a strong Senior Executive Assistant. The primary purpose of this position is to support the President/CEO and the Senior Leadership team. The Senior Executive Assistant will oversee calendars, provide travel management, handle Board of Director communication, and other ad-hoc administrative duties as assigned. The Candidate will serve as an integral part of the Network's Senior leadership team to maximize staff effectiveness and achieve organizational objectives. This may involve querying and working with stakeholders, guiding others in their preparation for their interactions with the President/CEO, preparing agendas or briefing materials, and monitoring the progress and achievement of action items.

This position is of critical importance to the organization. They will serve as a valuable role in managing relationships, time, and information flow, ensuring smooth communication across the executive team and wider organization. The position requires being available early mornings, nights, and weekends when needed. The ideal candidate possesses solid project management skills, is well-organized, shows an elevated level of attention to detail, can work well under pressure, and follows up relentlessly to ensure the right results. The ideal candidate should have an administrative background and demonstrate an interest in clean energy.

As this position is of critical importance to the organization and Senior Leadership team, candidates will be assessed on attention to detail, time zone scheduling, business travel itinerary development, problem-solving and IT proficiency. We are conducting these assessments to ensure that we select a candidate that will help us achieve our objectives and provide a long-term investment in their career.

Long-term growth within the organization is not only supported but encouraged, with a clear pathway for advancement and the continuous support to achieve professional goals. This trajectory is designed to reward dedication and excellence, ensuring that as the organization grows, so do the careers of our most valuable team members.

The career growth path for a Senior Executive Assistant in our organization offers significant opportunities for professional advancement and skill development. Recognizing the pivotal role this position plays in our operations, we are committed to investing in the professional development and training of the successful candidate.

As the Senior Executive Assistant demonstrates exceptional performance, leadership capabilities, and a proactive approach to organizational challenges, they will have the opportunity to advance into higher managerial roles within the organization. Potential future positions could include Chief of Staff, Director of Operations, or Administrative Services Manager, where they can leverage their deep understanding of the company's operations, executive support experience, and enhanced management skills to contribute to strategic planning and organizational leadership.

POSITION FUNCTIONS AND RESPONSIBILITIES

CEO/President Time and Project Management

- Assist the President/ CEO's anticipating her needs in advance of meetings, conferences, etc.
- Provides a "gatekeeper" role along with Chief of Staff, providing a bridge for smooth communication between President/ CEO and Staff
- Oversee meeting prep for CEO and track meeting takeaways and next steps
- Ensures the President/ CEO is organized, informed, prepared, and responsive by supporting her with background research, briefing memos, talking points, and the preparation of presentations, including PowerPoints
- Oversees & manages the Presidents/CEO's external facing email account; distributes email to staff for follow-up flag email of importance to President/CEO
- Assume day-to-day responsibility for assigned projects and tasks
- Track President/CEO workflow and priorities through strategic handling of incoming requests following up on various tasks to ensure deadlines are being met,
- Using the project management tool (Asana) document and communicating decisions and action items from meetings and ensure follow-up and closure of action items
- Tracks Executive Office team action items, meeting notes, and files; develop and track a daily to-do list to help triage priorities for the next day
- Be responsive to emails/texts/phone calls, with contact outside normal business hours

Calendar & Travel Management

- Manage the President/CEO's and Chief of Staff's calendars
- Actively participate in daily briefings to ensure the CEO understands her responsibilities for the day and prepare her with a detailed agenda so that she knows who she will be meeting with, why she is meeting with them, and her goals for each meeting
- Work effectively with the COS to keep the President/CEO well informed of upcoming commitments and responsibilities, anticipating current and future issues and challenges while following up appropriately
- Coordinate travel for advance trips and ensure President/CEO arrives to scheduled events, brief her prior to meetings, regularly sitting in on conversations, taking notes, and communicate follow-up tasks to Senior Staff

- Book CEO and staff travel using rewards points or through staff travel agenda service as needed
- Prepare logistical memos for all trips in coordination with lead staff member for each trip
- Drafts and send letters, emails, reports, and other correspondence on behalf of President/CEO

Board of Director Responsibilities

- Working with the President/CEO and senior leadership to compile the Board of Director's meeting packet on a quarterly basis including setting production timelines and managing the development, compilation, and distribution of agenda and presentation materials
- Record meeting minutes on behalf of the Board Secretary and draft official meetings notes maintain a record of notes and follow-up items
- Maintains discretion and confidentiality in relationships with all board of directors
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee members, including advance distribution of materials before meetings in electronic/paper format
- Assist with onboarding new Board Members and with offboarding departing Members

Office and Administrative Responsibilities

- Track corporate documents for local, state, and federal non-profit compliance
- Manage answering service and collect and distribute mail daily
- Coordinate office space needs and leases, supply and equipment ordering, and storage needs
- Work with IT department to organize document management systems
- Assist with staff retreat planning and administration
- Manage software signature platforms like DocuSign
- Assist with timely expense coding and record keeping for the President/CEO and Senior Leadership Team in Expensify

Business Development

- All staff must identify and pursue new business opportunities and potential members and engage and retain existing members to enhance their experience with the organization. Assistance with President/CEO and Senior Leadership team's business development activities and follow up will help fulfill this responsibility.
- Update Salesforce with leads and contacts that help actively pursue business development efforts for all Network programs, projects, services, products, and event

EDUCATION AND EXPERIENCE

- Bachelor's degree or at least 5- 7 years of relevant experience, including 3+ years of relevant experience supporting C-level executive(s), government affairs, political background preferred
- Extraordinary attention to detail, organizational skills.
- Expertise in prioritization of simultaneous assignments while adapting to changing deadlines, priorities, and workflow with success and accuracy
- Strong judgment and ability to manage sensitive and confidential information and documents with discretion and maturity
- Proven record of accomplishment of project management and research and skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams), Asana and Adobe Acrobat

- Experience Salesforce, desirable
- Ability to create effective SOPs, tracking and management systems, follow up on open issues and carry tasks through to successful completion
- Ability to approach challenging situations while thinking quickly and critically on your feet and propose solutions to problems as they arise
- Ability to collaborate effectively with senior and executive leaders across international, national and local levels
- Ability to promote a team culture of accountability and results

If Position Is Remote:

- Excellent interpersonal and time management skills
- Ability to take direction and/or accept tasks from multiple people
- Ability to deal effectively with deadlines and time pressures
- Ability to work with minimum supervision, set priorities, and multitask
- Ability to think quickly and follow through accordingly

BENEFITS AND COMPENSATION:

The salary range for this position is commensurate with experience. For full-time, benefit eligible employees, the Network offers an excellent range of benefits including:

- Medical Insurance
- Dental and Vision Benefits
- Employee Life Insurance
- Employee Short- & Long-Term Disability
- Paid Vacation
- Generous paid leave
- 401K Plan

WORKING CONDITIONS

- Work is in an office environment

The Oceanic Network provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Business Network for Offshore Wind complies with applicable state and local laws governing nondiscrimination in employment in every location in which we employ staff. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.