



## **Executive Coordinator and Board Liaison Job Description**

### **Summary**

The Executive Coordinator provides high-level administrative support to the President/CEO by assisting the president in administrative duties, such as preparing correspondence, scheduling meetings with donors, partners, legislators, internal staff and other key contacts, acting as a liaison to our board, and working with the development team to capture meeting information and assist with fundraising strategy. This is a key position as WPC implements its three-year strategic plan.

Washington Policy Center (WPC) is an independent, non-profit, public policy research organization headquartered in Seattle with offices in Olympia and Eastern Washington. WPC has a \$4 million annual budget, a staff of 22 and is one of the largest and most impactful state-based policy organizations in the country. Through our research on Washington state issues, events, and extensive media outreach, we promote sound public policy based on free-market solutions.

WPC improves the lives of the people of Washington by providing accurate, high-quality research for policymakers, the media and the public.

WPC is hiring for an Executive Assistant position that has an array of responsibilities under the direction of the President/CEO and development and operations teams. This position provides an opportunity to thrive in a public policy environment, network with key business and policy leaders in our state, and assist in implementing the organization's new, three-year strategic plan.

### **Essential Functions**

- Track immediate and longer-term key actions and to-dos for the President / CEO
- Assist in managing schedules, appointments, travel arrangements and expenses
- Produce and proofread a variety of materials (formal letters, external email correspondence, board and donor announcements, meeting minutes, presentations, background research, etc.)
- Arrange and coordinate meetings with donors, partners, legislators, and other key stakeholders
- Manage and track a 200+ donor portfolio for the President/ CEO
- Serve as the key point of contact to a thirty-person board of directors
- Coordinate board and board committee meetings
- Assist with some of WPC's 50+ events annually and helps manage small events for stakeholders and key partners as well as staff events
- Other duties include assisting management with a variety of administrative tasks, including database support and materials management, and oversight of special projects as assigned

### **Education and Experience**

- Prefer minimum of 2 years of administrative experience
- Bachelor's degree preferred OR High School Diploma with equivalent work experience.
- Proficient in Microsoft Office Suite applications, including Word, Excel, PowerPoint and Outlook
- Experienced in Adobe Pro and video-conferencing platforms
- Excellent written and oral communication skills
- Knowledge of standard office administrative best practices and procedures
- Demonstrated ability to handle pressure with attention to detail and able to work collaboratively with others in a team environment, and across departments.
- Interest in WPC's free-market, public policy mission

## **Key Competencies**

- Exceptional organizational and planning skills
- Strong communication skills
- Information gathering and monitoring skills
- Problem analysis and problem-solving skills
- Judgment and decision-making ability
- Ability to prioritize and demonstrate initiative
- Confidentiality and Resourcefulness
- Eye for process improvement
- Attention to detail and accuracy

## **Work Environment**

This job operates in a professional office environment in Seattle and communicates with WPC's three other offices around the state. Currently, all employees are working remotely. Employment would begin working remotely from your home office, except for coming into the Seattle office once a week for administrative tasks. Once the organization makes the determination to re-open its offices this position is based in Seattle.

## **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are typically Monday through Friday, 8:30 a.m. to 5:00 p.m. The work schedule may vary depending on business needs.

## **Travel**

There may be occasional local day travel and some evening events, as well as 2-3 in-state, overnight trips.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

## **Compensation/Benefits**

Salary is DOE. Washington Policy Center provides a generous health insurance package (medical/dental/vision), flexible spending accounts for medical and daycare, vacation, sick and family leave, paid holidays, retirement account with a match, Costco membership, and free parking.

Applicants should familiarize themselves with Washington Policy Center's mission and goals. Explore our website at [www.washingtonpolicy.org](http://www.washingtonpolicy.org).

After carefully reading the job description, please submit a resume and persuasive cover letter that demonstrate how you meet the specific job qualifications and responsibilities, and your interest in this particular position and the mission of the organization. Your application should also include professional references. Submit your application and direct any questions to:

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