

## Position Description

**The Bridgespan Group**

**Title: Executive Assistant**

**Office: Boston**

### Organization

Founded in 2000 and incubated at Bain & Company, the Bridgespan Group is a 501(c)(3) nonprofit organization that helps nonprofit and philanthropic leaders make strategic decisions and build organizations that inspire and accelerate social change. At the heart of our mission is the belief that a strong and effective nonprofit sector can be a powerful force for change as well as a source of human inspiration.

We believe that results are driven by three levers: solid strategy; access to appropriately structured capital; and talent that begins with leaders and senior managers. We exist to apply the best relevant thinking and tools to strengthen these levers and help organizations deliver on their missions.

Bridgespan pursues its mission through three sets of activities:

**Strategy consulting, executive search, and philanthropy advising**, to help nonprofit organizations and philanthropists develop and implement strategies with the potential to achieve significant results

**Sharing insights, strategies and tools** developed by us and by others through research and client engagements

**Developing or supporting strategic initiatives that aim to improve performance across the nonprofit sector.** Notable among these is the Careers & Leadership initiative, which seeks to help nonprofits attract, connect, and develop strong leadership teams

For more information, please visit <http://www.bridgespan.org>.

### Position

The Executive Assistant will perform diverse administrative duties for members of our Executive and Management staff, including written and verbal correspondence, meeting and calendar management, coordination and arrangement of travel schedules, monthly time and expense reporting and other related duties as required. S/he will work with other EAs in a team environment to provide the best support/coverage possible for Bridgespan's executive and management staff. This is an excellent

#### **Boston**

535 Boylston St., 10th Floor  
Boston, MA 02116  
P 617 572-2833  
F 617 572-2834

#### **New York**

112 West 34th St., Suite 1510  
New York, NY 10120  
P 646 562-8900  
F 646 562-8901

#### **San Francisco**

465 California St., 11th Floor  
San Francisco, CA 94104  
P 415 627-1100  
F 415 627-4575

opportunity to be part of a high functioning administrative team while gaining a comprehensive understanding of the nonprofit sector.

## **Responsibilities and Duties**

### 1. Communications

- Receive, screen and route phone calls, mail, correspondence
- Act as an interface for clients and all levels of Bridgespan staff, as appropriate
- Draft, type, and proof letters, memos, documents and reports
- Maintain up-to-date paper and electronic files

### 2. Meeting and calendaring management

- Coordinate calendars and schedule meetings
- Resolve scheduling conflicts and prioritize commitments
- Confirm important external meetings
- Communicate agendas and respond to calendar changes as needed
- Track relationship development in contact management system
- Compile and submit time sheets

### 3. Travel

- Coordinate travel arrangements including air, hotel, ground transportation and meal reservations, as business needs and personal preferences dictate
- Compile and submit travel and expense reimbursement reports

### 4. Other

- Collaborate with other EAs on phone coverage, work sharing, and general team support
- Perform other related duties as requested or as responsibilities dictate

## **Qualifications**

- Bachelor's degree (or equivalent experience)
- Experience in providing direct administrative support
- Outstanding written and verbal communication skills
- Ability to work both independently and as an integral member of various teams
- Strong organizational skills and detail-orientation
- Ability to meet deadlines, prioritize assignments, juggle multiple tasks simultaneously and deal with highly confidential information
- Comprehensive knowledge of computer software applications such as Microsoft Word, Outlook, Excel, and PowerPoint

The Bridgespan Group provides competitive compensation and an attractive benefits package. We are committed to providing equal opportunities. We serve diverse organizations, and are committed to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation, expression, gender identity or veteran's status.

Please apply online at <http://www.bridgespan.org/careers-at-bridgespan.aspx>.