



APOLLO THEATER FOUNDATION, INC.

JOB TITLE: Manager, Office of the President
DEPARTMENT NAME: Office of the President/CEO
LOCATION: New York, NY
REPORTS TO: Chief of Staff

Primary Responsibility

The Manager, Office of the President position is the main office administrator and special projects coordinator supporting the President and the Chief of Staff of the Apollo Theater Foundation. This position works closely with Chief of Staff to support all areas of the President's professional life, as well as facilitates and executes initiatives led by Office of the President.

To be successful in this role, he/she is expected to be highly professional, poised and confident, with excellent verbal and written communication skills. He/she is expected to demonstrate a high level of integrity, maturity and emotional intelligence, sound judgment, diplomacy and appropriate discretion.

Essential Job Functions

OFFICE ADMINISTRATION and SUPPORT

- Maintain and monitor mail, contacts, and President's calendar including scheduling, coordinating, and working with Chief of Staff to prioritize internal and external meetings.
- Act as the administrative "gatekeeper" of Office of the President. Organize the Executive Office including filing, archiving and maintaining records. Update and upkeep of President's global contacts in Outlook, Board lists and records on department drive.
- Prepare departmental expense reports, reimbursements and reconciliations.
- Activate inter-departmental communication skills to effectively facilitate cross-departmental administrative needs.
- Manage President's travel arrangements. Anticipate, plan and coordinate all travel needs (bookings, transportation, lodging, itineraries, etc).
- Work with PR, facilitate and support the President's social media needs.
- Other support functions: assess and maintain the supply needs of the Executive Office; assess and deliver meeting needs, i.e. all logistics, front desk coordination, hospitality; other support duties as assigned.

BOARD ACTIVITIES

- Directed by Chief of Staff, in conjunction with the Development Department, support Board-related activities. These activities include, but are not limited to, scheduling, coordinating and setting up Board meetings on site; ensuring all meeting arrangements and requirements are met, including testing and running meeting presentations.
- Collect written materials from all departments to build Board Books. Draft and edit written materials including letters, minutes and reports.
- Board Retreats. Work with Chief of Staff and Chief Development Officer to plan, organize, and execute Board Retreats.

DEVELOPMENT AND CAMPAIGN

- Directed by Chief of Staff, in coordination with the Development Department, support Capital Campaign-related activities.

- Compose, edit and proofread outgoing letters from Office of the President.
- Hands-on experience in nonprofit major donor communications preferred.

PEOPLE AND CULTURE

- Directed by Chief of Staff, support all culture-building activities, including scheduling, communicating and executing meeting needs.
- Compile and analyze quantitative and qualitative data to generate reports.
- Work with Chief of Staff, plan and execute annual senior staff retreats.
- Experience managing and facilitating small group meetings preferred.

SPECIAL PROJECTS

- Special projects as assigned. With primary duties fulfilled, He/she will be assigned to special projects, appointed by Chief of Staff, in consultation with the President.
- Other duties as requested.

Skills and Qualifications

- Bachelor's degree is required.
- 5+ years of related experience supporting senior executives.
- Prior experience working in dynamic environments that demand a high level of administrative, organizational, communication, and problem-solving skills, are preferred.
- Strong work ethic, self-confidence and emotional intelligence
- Ability to work independently and in a team
- Ability to synthesize information and prioritize
- Ability to adapt easily to changing priorities
- Ability to follow directions, take initiative and proactively close loops
- Highly effective verbal and written communication skills
- Excellent professional writing skills
- Special events planning and execution
- High level of organizational skills. Eye for aesthetics and details
- Computer proficiency - Microsoft Word, Excel, PowerPoint, Outlook, Adobe PDF, Raisers Edge
- Office technology and trouble shooting
- Research, survey and outreach

***To apply, send cover letters, resumes to Human.Resources@apollotheater.org
Please include the job title in the email subject.***

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.