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| <p style="text-align: center;">Job Description In-Person Full Time Executive Assistant Alliance Française of Washington, DC</p> |
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About the Alliance Française of Washington, DC (AFDC):

The AFDC is a non-governmental, non-profit, organization with a 501 (c) 3 status. As such it does not receive any funds from the French government or any other government. It is one of the 832 AF chapters in the world and one of the 109 chapters established in the USA. Its mission is to promote the French language and culture as well as Francophone cultures to a largely American and international public who wants to learn French and/or wants to learn more about the culture. The AFDC serves as the French language and cultural center in the Nation's Capital. Please refer to the website: www.francedc.org to learn more about the organization.

Position: Executive Assistant to the Executive Director

Location: 2142 Wyoming Avenue N.W. | Washington, DC 20008

Salary: \$50, 000 (first year).

Transportation Stipend: \$100/month (not taxable)

Other Benefits: Generous vacation and holiday package; 100% health insurance (medical, dental, vision) covered by employer; free French language group classes for employee (if needs be); 50% off classes and events for spouse and free for children; generous training opportunities paid for by AFDC; annual individual or family membership to AFDC.

Start Date: September 15, 2023, but the position will remain open until filled.

Hours: **The position is Exempt.** 40 hours/week is the basis, around the Executive Director's schedule, which means that some days the EA may start late (after 12 noon) and end after 9:00 pm or may start early (8:00am) and end early

(4:00pm). Some weeks can be very busy, beyond 40 hours, but Comp Time is possible. The position includes attending events in the evenings with or without the ED, and if without, as her direct representative.

Reports to: Executive Director

All the responsibilities and duties listed below are as exhaustive as possible but not definitive. The position may evolve over time:

- **The Executive Director may request more work missions than described below, including in terms of hours worked, in particular if the needs of the department require that the employee stays longer at work.**

Principal Responsibilities:

1 - Membership Services: The Executive Assistant is responsible for overseeing the “**upper level**” memberships only (Moliere and above) and associated member services, from initial contact to maintaining member records. This includes, but is not limited to:

- Verify that membership renewal reminders are sent from the website/database to members whose memberships will expire soon.
- Follow up with emails and phone calls if the membership was not renewed.
- Ensure that the contacts database is accurate; enter new members and contact information and correct existing information as needed.
- Answer questions from members, and prospective members.
- Provide solutions for problems encountered by members: for instance, someone who wants to use the benefits to either attend a class using an additional discount or an event for free as per the terms of his/her membership. For this, the Executive Assistant will liaise with the appropriate department, Education or Culture.
- Take membership registrations for upper-level memberships.
- Orient all regular (individual or family) membership prospects or renewals to the Main Office.

- Monitor the database WEEKLY or any new memberships (many members sign up or renew online) so that the ED can call/write them Thank You notes.
- Prepare receipts for tax purposes for new and renewing members.
- Tell the ED when a new member signs up or renews at an upper level.
- Together with the Executive Director, establish then regularly update document to be sent to all Upper-Level members about their benefits, for print and in PDF formats as well as posting/updating on the website.
- Together with the Executive Director, research, and scout for new benefits for the upper-level members. This includes:
 - contacting the list of existing sponsors and researching new sponsors.
 - liaising with the Director of Social Media for any communication on the new sponsors;
 - uploading logos on website,
 - and informing members by special E-blasts.
- Creatin a specific newsletter for upper-level members and sponsors to be sent once a month.

2 – Development and Fundraising Responsibilities: The Executive Assistant is responsible for aiding the Executive Director in developing the AFDC and researching and managing fundraising opportunities. This includes, but is not limited to:

- Draft mailings as requested by the Executive Director, in particular pertaining to: End-of-Year Appeal, or any other development or fundraising campaigns. This includes:
 - Preparing and managing lists of people who will receive personalized letters at the time of the EYA.
 - Preparing lists for any postcard mailings pertaining to EYA or Holidays
 - Organizing mailing sessions with volunteers
 - Liaising with the Director of Social Media for any social media posts/videos/etc.
- Devise and implement strategies that recruit new donors to the annual campaign and inspire current donors to the next level of giving

- Manage XLS lists of all donors, Gala attendees, Hall of Fame students, upper-level members, etc...
- Prepare receipts and draft thank you letters for all donations given throughout the year, whether within a designated campaign or outside one, as well as for the Benefit Events held by AFDC and/or unsolicited donations of any kind.
- Assist Executive Director in developing the Hall of Fame Project and help Education Department implement the Executive Director's decisions; this includes:
 - Train the Education Department into taking ownership of the "Student Follow-Up Document."
 - Manage and Maintain the XLS with hall of fame students
 - Send emails to new "hall of famers" for testimonials and photos and/or addition to existing list
 - Organize an annual recognition event for all hall of famers : send invitations, receive RSVPs, order food/drinks, recruit volunteers, set up and clean up after event
- Assist Executive Director with other special events, such as quarterly social events for upper-level members to Holiday Party for donors/staff/faculty and any Benefit Events/Gala. This includes:
 - Designing invitations or special mailings (in PDF and/or print)
 - Managing any lists pertaining to special events: lists of people invited, list of attendees, with or without financial element.
 - Liaising with any external partners/vendors (French Residence, French Embassy, graphic designer, print company, restaurant, private social club, caterer, wine sponsors/merchants, any other sponsors/vendors...)
 - Recruiting volunteers if applicable
 - Helping coordinate setup and cleanup if applicable.
- Assist Executive Director with Holiday Cards and/or Holiday Party (or its substitute in case the party is not held for reasons of Covid), including but not limited to: ordering cards, supervising prints (if the organization uses a graphic designer), ordering champagne/chocolate or catering
- Preparing Media Kits /Infographics about AFDC for potential sponsors/donors

- Assisting the ED in producing the Annual Report
- Assisting the ED and/or the Director of Cultural Programs with any Student/member trip to France or other foreign destinations, whether by promoting such trip or managing list of attendees.
- **Individual Donor Management:**
 - Design and implement strategies to increase the number of donors who regularly make a major gift (\$1,000);
 - Cultivate current donors to increase/stabilize giving loyalty.
 - Cultivate and solicit new donors throughout the year via meetings, phone calls, emails, and outreach events.
- **Corporate Sponsors:**
 - Maintain and increase corporate sponsorships.
 - Prepare administrative and stewardship correspondence and acknowledgments to corporate donors.
- **Database Management and Administration:**
 - Assure the proper recording, tracking and reporting of gifts from donors;
 - Maintain accurate and current data files, including giving histories, profiles and interactions with donors and sponsors;
 - Googling/gathering important information on students/members/donors to establish list of prospects for development/cultivation/asks. (Previous use of Salesforce or another fundraising platform will be a plus)
 - Entering any relevant important information in the members/students account in the database

3- General Executive Assistant Duties

- Answering emails on behalf of the Executive Director upon her request or in her absence
- Take all messages for the Executive Director **in writing** → **email the Executive Director**
- Put the regular mail into the Executive Director's Mailbox in the main office.
- Maintain and manage ED correspondence, daily, weekly and travel schedule.

- Manages ED communications by transcribing, formatting, and editing text, data, and graphics to prepare reports.
- Record, transcribe, and distribute minutes of staff meetings.
- Ensure operation of equipment, property and building by reaching out to contractors for quotes, repairs, and preventive maintenance needs
- Organize ED's office and maintain files.
- Eventually assist ED with the bi-weekly newsletter, especially when ED is away.

EDUCATION AND EXPERIENCE

- **This position is NOT eligible for visa sponsorship. Green card, US citizenship or visa+ work permit ONLY.**
- **ANTI-COVID VACCINE and UPDATED BOOSTERS is a MUST**
- BA or BS degree in a related field, i.e. Business Administration, Marketing and/or Development
- At least 1 year of experience developing successful written donor communications and marketing materials.
- HTML and basic website maintenance
- CFRE accreditation desirable.
- Broad understanding of multi-faceted campaign planning, implementation and management.
- Strong interpersonal skills and comfortable working with donors, volunteers, senior staff, and board members.
- Creativity, results-orientation, initiative, and ability to manage an aggressive schedule, working evenings/weekends as required.
- Excellent written and verbal communications skills at bilingual level French-English,
- Knowledge of French language and culture.

- **Technical Skills:**

- Computer literacy (Microsoft Office and Canva) required. Knowledge of databases preferable.
- HTML and basic website maintenance
- Basic knowledge of technical equipment for set-up of lectures, meetings, and other similar events.
- **Able to carry 50lbs to the third floor or to move furniture:** the AFDC is a grandfathered historic building with no elevator.

- **Personal Qualities:**

- Pro-active, “can-do attitude”, sense of initiative and creativity.
- Analytical and problem-solving skills.
- Meticulous and detail oriented.
- Sound judgment and common sense.
- Collegial, team player.
- Discretion & confidentiality.
- Patience is a must and calm under stress is appreciated.
- Ability to adapt to multiple and shifting priorities.
- Ability to meet tight deadlines.
- Excellent time-management and organizational skills required.
- Must demonstrate a strong capacity to work in a very fast-paced environment, under pressure and ability to meet deadlines.