

Qualifications

The ideal Executive Partner (EP) is committed to efficiency and approaching work with the lens of continuous development. This individual has a growth mindset with positive energy and is experienced in working with a variety of stakeholders, including executive level leadership. This individual knows and understands the importance of clear communication and effective meeting management.

The EP provides administrative and operational support to the Chief Executive Officer (CEO) and the Director of Leadership Development. The EP filters and attends to the day-to-day functions that are part of the CEO's role allowing the CEO to focus on the high-level leadership and strategy functions to advance company initiatives and goals.

Position Focus

- With a thorough, detail-focused approach to meeting logistics, ensure seamless meeting experience for supported leadership and other attendees/stakeholders.
- Provide focused coordination and communication support for projects that span the organization, teams and/or clients.
- Work collaboratively to draft, review, edit, and/or distribute internal and external communications on behalf of supported leadership.
- Identify opportunities for process and communication efficiencies and engage appropriate stakeholders to implement solutions.

Position Responsibilities

Confidentiality

- Operate with the highest level of confidentiality in all interactions.
- Demonstrate diplomacy in managing sensitive information about others.

Organize

- Effectively plan and organize calendars and projects to meet business priorities.
- Maintain the CEO's calendar, including scheduling meetings, appointments, speaking engagements, and travel arrangements. Exercise discretion in committing time and evaluating needs.
- Organize meeting logistics for CEO and Director; assist in the preparation and distribution of meeting agendas and materials.
- Design and maintain storage of critical pieces of information/documentation; ensure accurate records.

Communicate

- Keep the CEO advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Draft, review and send communications on behalf of CEO and/or Director.
- Transcribe source material, prepare documents and reports; distribute as appropriate.
- Provide coordination, monitoring, and communication of projects led by the CEO and Director.

Active Thinking

- Operate as a self-starter with high energy.
- Be solution-oriented as you identify opportunities for continuous development.

Specifications

Required

- At least 5 years of business experience, prefer at least 2 years of management experience
- Comfort with various technology platforms (ex: Microsoft suite, G-Suite)
- Excellent verbal and written communication skills
- Demonstrated capacity to manage multiple priorities with ease and attention to detail

About Us

Since 2003, Leadership Resources has been dedicated to promoting the importance of long-term leadership development for individuals and companies. We are a group of life-long learners, who are committed to the betterment of our clients, co-workers, and community. We accomplish this through client offerings that encompass leadership forums, one-on-one coaching, and strategic planning. As a small business, our group of close-knit team members, fully participate in all aspects of our business, and support one another in any way we can. Our team truly cares for one another and embraces a culture that reinforces our core values, which are:

- **Authenticity** – No guesswork necessary...consistent, respectful, and straightforward
- **Continuous Development** – Never settle for the status quo...have a thirst for learning and growing
- **Get \$#it Done** – Be purposeful...take time to dream, and when it's time to make it rain, intentionally do the things that make it pour
- **Love What We Do** – Life's too short to be miserable! Smile and help those around you smile. Be contagious.
- **We're Better Together** – The sum of our individual efforts combined with our timely teamwork make us ROCK!