



## JOB DESCRIPTION

Job Title: Executive Assistant  
Classification: Exempt, full time  
Reports to: President and CEO  
Salary: \$50,000 annually plus health/transit/retirement benefits  
Date Posted: December 22, 2020

Please read on if you are someone who:

- *enjoys and takes pride in keeping things organized and can also roll with unexpected changes,*
- *has experience with writing letters or reports,*
- *wants to contribute to an organization committed to anti-racism and racial equity-in-progress,*
- *approaches their work with curiosity, courage, and proactiveness, and*
- *wants to live in Minnesota (there is much to love!).*

### Summary

ACF envisions a world where living music creators are celebrated as essential to human culture. We are leading catalysts in an ecosystem that invites generations of composers, artists, advocates, and audiences to pursue this vision with us.

Our commitment to being a racially equitable organization guides us and our work. We intentionally learn and practice anti-racism, and we support an ecosystem that is equitable as well as inclusive. We strongly encourage individuals who identify as BIPOC race/ethnicity and/or other underrepresented identities to apply. We strive to be a diverse, inclusive, and equitable community with racial equity at the center and seek to attract candidates with similar priorities. ([Click here](#) to read our statement of commitment to racial equity.) The ACF Board and staff are committed to continued learning and practicing principles to create and sustain a welcoming, dynamic, and inclusive environment.

Currently in its first year of a five-year ambitious strategic plan, ACF is building its community of artists, networks, and resources to be an effective national go-to space and advocate for music creators. The success of the plan relies on significant grassroots and philanthropic support as well as strong partnerships with industry peers and influencers. The Executive Assistant will play an important role in supporting the CEO's efforts to grow these areas while working closely with board and other staff to ensure effective and efficient internal operations. They will report to, and work primarily for, the President & CEO and work closely with the Director of Development, Director of Operations & Special Projects and Development & Operations Associate.

### Candidate Profile

An ideal candidate is enthusiastic about ACF's mission and supporting music creators. They are committed to racial equity and share the organization's values of leadership, anti-racism, courage, support, and curiosity. The successful candidate must be highly organized, proactive, and able to reprioritize when needed. Strong writing skills and knowledge of MS Office applications necessary. Experience with database systems preferred (we are migrating to

Salesforce), knowledge of graphic design programs a plus. This role accesses confidential and sensitive information and must be comfortable with holding those details in confidence and with discretion.

The ability to work with a diverse group of individuals – whether artists, board members, or supporters – is essential. We recognize that often the most exciting candidates do not apply for various reasons and strongly encourage applications from individuals who may be unsure if this is for them. (We may have other openings down the road too, and either way want to meet you!) While a supportive role, this position offers intimate knowledge of the CEO role and organizational governance and is critical to cultivating many of the organization's most important relationships. The trajectory of ACF offers professional development and new roles for current and prospective staff as well.

### **Primary Duties and Responsibilities**

#### *Executive Support*

- Act as first point of contact for CEO: receive calls and postal mail, monitor emails, and ensure timely response and/or delegation to appropriate party
- Support CEO and senior staff with meeting scheduling, planning, note taking, and follow up
- Manage communications, arrangements, and materials for full Board and Board Committee meetings
- Draft letters and emails for CEO with attention to detail
- Monitor CEO's schedule, plan/book travel, schedule meetings, and make reservations
- Manage and track CEO expenses; submit expense reports to VP of Finance and Administration
- Maintain filing and provide other administrative support as needed

#### *Development Support*

- Participate in weekly development staff meetings and support the team with correspondence with donors, preparing presentations, and proofreading materials
- Open mailed donations and track checks, providing necessary information to development and finance staff (this ensures internal checks and balances)
- Draft timely and customized acknowledgement letters after gift is processed
- Research prospective funders and donors

#### *Other Administration*

- Plan and make travel arrangements for other staff members as needed
- Help keep database and files updated with new contact information and meeting notes
- Submit check deposits
- Support Director of Operations and other staff with events and office management

### **Salary and Benefits**

The salary for this full-time, exempt position is \$50,000/year plus a competitive benefits package including health insurance, dental insurance, FSA, vacation, 403(b) retirement matching plan and pre-tax transportation program. We value the artistic and other life activities of our staff and welcome partial remote and flexible work hours. A national organization, we value the opportunity to be based in Minnesota, where the CEO lives, so we invite applicants outside the area to only apply if they are willing to move to or near St. Paul, Minnesota (when it is safe to do so). ACF is able to offer a modest moving package. ([Read more](#) about the beautiful landscape and offerings of Minnesota – it's more than snow!)

### **About American Composers Forum**

ACF supports and advocates for individuals and groups creating music today by demonstrating the vitality and relevance of their art. We connect artists with collaborators, organizations, audiences, and resources. Through storytelling, publications, recordings, hosted gatherings, and industry leadership, we activate equitable opportunities for artists. We provide direct funding and mentorship to a broad and diverse field of music creators, highlighting those who have been historically excluded from participation.

Founded in 1973 by composers Libby Larsen and Stephen Paulus as the Minnesota Composers Forum, the organization continues to invest in its Minnesota home while connecting artists and advocates across the United States, its territories, and beyond. ACF frames our work with a focus on racial equity and includes within that scope, but not limited to, diverse gender identities, musical approaches and perspectives, religions, ages, (dis)abilities, cultures, backgrounds, sexual orientations, and broad definitions of being “American.” Visit [www.composersforum.org](http://www.composersforum.org) for more information.

### **How to Apply**

Please send a resume and a letter describing how you will contribute to ACF’s stated mission through this position in PDF form to:

Laura Krider, Director of Operations and Special Projects

lkrider@composersforum.org | 612.314.9228

Position is open until filled. Applications received by January 10, 2021 will be reviewed first. Three references will be requested from those invited to interview. ACF’s Equity Committee will join staff in reviewing and interviewing candidates.