

## Job Posting

### Associate/Executive Assistant

Brent D. Glass LLC, based in Washington, DC, is hiring a part-time Associate/Executive Assistant with strong time-management and multi-tasking abilities as well as organizational and communication skills. This is a part-time position for 12-15 hours per week based out of the Dupont Circle office with the option for occasional remote work. The pay rate for this position is \$22 to \$30 an hour based on experience.

Led by Brent D. Glass, Director Emeritus of the Smithsonian's National Museum of American History, the firm specializes in executive recruitment, fundraising campaigns, organizational development, and strategic planning for history and cultural organizations throughout the US and in other countries. Current projects include the Sing Sing Prison Museum in Ossining, NY; the National History Academy based in Middleburg, VA; the National Susan B. Anthony Museum and House in Rochester, NY; the National Liberty Museum in Philadelphia, PA; and the War Remnants Museum in Ho Chi Minh City, Vietnam. See [www.brentdglass.com](http://www.brentdglass.com) for additional information.

Successful candidates will work directly with Dr. Glass, providing high-level administrative support, in addition to marketing, editing, and project management. The candidate must have the ability to work well with staff and clients at all management levels. Sensitivity to confidential information may be required. This position can provide good experience for a person starting a career in museums, public history, or cultural organizations. Familiarity with museums and cultural organizations is strongly preferred.

Major duties include:

#### Administration:

- Arrange meetings, telephone conferences, and other appointments
- Maintain travel and appointment schedule
- Act as liaison with clients
- Manage travel arrangements
- Perform basic accounting tasks, including account reconciliations
- Keep detailed records for all incoming and outgoing invoices
- Maintain a filing system for research, publishing, conferences, public appearances, and consulting projects
- Draft correspondence, emails, and invoices
- Manage office systems and purchase office supplies and equipment
- Serve as organizational representative as needed

#### Research and Planning:

- Conduct donor prospect research for fundraising campaigns
- Participate in strategic planning meetings and prepare drafts for reports

#### Marketing:

- Assist in marketing and attracting new clients
- Manage all speaking engagements
- Promote all public appearances and press
- Maintain company website
- Manage firm's social media presence
- Assist clients with marketing as needed

Editing:

- Assist in the preparation of proposals to prospective clients
- Proof and edit all written reports, press releases, and deliverables
- Create presentations for all public speaking engagements

Proficiency and understanding is needed in:

- Microsoft Office Suite
- Dropbox
- Google Workspace / G Suite
- Adobe Reader
- Squarespace
- Quickbooks
- Familiarity with nonprofit fundraising platforms is a plus

Please email a cover letter, resume and contact information for two references to [nicole@brentdglass.com](mailto:nicole@brentdglass.com). Applications submitted before July, 7th, 2023 are encouraged. Brent D. Glass LLC is an equal opportunity employer and supports the values of diversity, equity, access, and inclusion in the workplace. We are committed to creating a diverse and inclusive company culture, and do not discriminate against candidates and employees because of their disability, sex, race, gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law.