

# THE ECONOMIC CLUB

O F W A S H I N G T O N , D . C .

## Executive Assistant to Senior Leadership

**Job Title:** Executive Assistant

**Status:** Full-time, Exempt

**Location:** Washington, DC (hybrid – 3 days in office per week)

**About the Economic Club:** Established in 1986 as a nonprofit, nonpartisan organization created to strengthen ties among the diverse and growing business community based in metropolitan Washington, D.C., and with the diplomatic community, The Economic Club of Washington, D.C. promotes global awareness of the pivotal role Washington plays in the national and world economies. Its goals are twofold: to provide a prominent forum where eminent global leaders can share their insights about major issues of the day; and to promote a robust peer community for the area's top executives. Today the Economic Club has nearly 1,000 members representing businesses and organizations operating all over the United States and abroad.

**Position Overview:** A prominent, mission-driven organization based in Washington, DC, is seeking a highly skilled Executive Assistant to provide strategic and administrative support to the President and senior leadership team. This is a high-impact role for a polished professional who thrives in a fast-paced, high-visibility environment. The Executive Assistant will serve as a trusted partner, managing priorities, coordinating with senior stakeholders, and ensuring seamless day-to-day operations.

### Key Responsibilities

#### **Executive Support:**

- Manage complex calendar, scheduling, and prioritization across internal and external commitments
- Coordinate meetings with senior executives, board members, and high-profile stakeholders
- Prepare briefing materials, agendas, and follow-up action items
- Handle confidential communications with discretion and sound judgment

#### **Board & Stakeholder Coordination:**

- Support board-related activities including meeting logistics, materials, and communications
- Interface with members, sponsors, and external partners in a professional and responsive manner
- Assist with planning and execution of executive-level events and programs

#### **Operations & Project Management:**

- Track priorities and ensure timely follow-through on key initiatives
- Organize travel arrangements and itineraries
- Streamline administrative processes to improve efficiency
- Serve as a central point of coordination across internal teams

## **Qualifications**

- 5+ years of experience supporting senior executives or C-suite leadership
- Bachelor's degree preferred
- Exceptional organizational and time management skills
- Strong written and verbal communication skills
- High level of professionalism, discretion, and judgment
- Ability to anticipate needs and operate proactively
- Experience working with boards or high-profile stakeholders preferred
- High proficiency in Microsoft Office and scheduling tools, experience with database management and AI platforms for research

## **Personal Attributes**

- Poised, polished, and highly reliable
- Strong interpersonal skills and executive presence
- Comfortable operating in a fast-paced, high-expectation environment
- Detail-oriented with the ability to manage multiple priorities seamlessly

## **Why This Role**

- Unique exposure to senior leadership and influential stakeholders
- Opportunity to play a central role in a respected, mission-driven organization
- Dynamic and engaging work environment in Washington, DC

## **Compensation & Benefits**

- Competitive salary commensurate with experience, plus robust benefits including health, 401(k).
- Salary Range: \$75,000–\$90,000

**Commitment to Equal Opportunity Employment:** The Economic Club of Washington, D.C. is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, parental status, veteran status, political affiliation, personal appearance, or any other characteristic protected under District of Columbia or federal law in all matters pertaining to employment and promotion. We will not tolerate discrimination by managers, supervisors, or employees. We encourage applications from individuals of all backgrounds and experiences. We believe that diversity strengthens our organization and challenges us to think differently every day.

## **How to Apply**

- Email your resume to [HR@economicclub.org](mailto:HR@economicclub.org) with the email subject line "Application for Executive Assistant".