



CRESTED BUTTE CENTER FOR THE ARTS

Executive Assistant

Job Description

Executive Assistant

Job Status: Full-Time, Year-Round, Non-Exempt

Compensation: \$55,000-\$62,000

Direct Report: Executive Director (ED)

Benefits Include:

- Employer-sponsored health insurance
- \$450 annual dental stipend
- \$600 annual wellness stipend
- \$30/month cell phone stipend
- Employer-matching retirement contributions - up to 3% annually
- 12 paid holidays per year
- 10 paid vacation days per year plus 5 paid April break vacation days
- 48 hours paid sick leave per year
- Opportunities for professional development and artistic growth

Position Overview

The Executive Assistant provides high-level administrative and organizational support to the Center's Executive Director and Chief Business Officer, while coordinating the systems, communications, and logistics that support the Center's fundraising and board engagement.

This role sits at the heart of many of the Center's key relationships and requires a high level of professionalism, responsiveness, and attention to detail. The Executive Assistant regularly interacts with donors, board members, and community partners, and plays an important role in maintaining strong, thoughtful relationships across these groups.

This is a highly trusted position that requires exceptional communication skills, including the ability to represent the organization with clarity, professionalism, and care.

Key Responsibilities

Executive Support

- Manage calendars, scheduling, and meeting coordination for the Executive Director and Chief Business Officer
- Coordinate internal and external meetings, including preparation of materials and follow-up as needed

- Plan travel and logistics for donor visits and external meetings
- Serve as initial point of contact for incoming calls and requests for the ED and CBO, routing appropriately
- Support day-to-day administrative needs to ensure leadership can focus on high-impact work

Development Operations & Donor Support

- Process donations, including check handling, documentation, and database entry
- Maintain and ensure accuracy of the donor database
- Respond to donor inquiries and support donor communications
- Draft and send thank-you letters, gifts, and acknowledgment materials
- Track donor touchpoints and support follow-up for leadership

Board & Governance Support

- Manage board and committee calendars, scheduling, logistics, and hospitality
- Maintain board contact lists and records
- Prepare and distribute board materials and take meeting minutes
- Support board communications and follow-up
- Coordinate board-related documentation and compliance needs

Events, Fundraising, & Donor Engagement

- Support planning and execution of fundraising events, including the Arts Ball
- With the Event Manager and Operations Team, coordinate logistics for donor events, board gatherings, and alumni events
- Support Arts Ball committee coordination and communication
- Manage guest lists, invitations, RSVPs, and event follow-up
- Coordinate fundraising auctions

Organizational Administration & Operations Support

- Support required administrative filings and documentation (e.g., charitable status, state reporting, audit requests)
- Assist the CBO with minor bookkeeping and administrative financial tasks
- Provide general administrative support across departments as needed

Culture & Team Support

- Work with the ED to plan staff appreciation events, team gatherings and meals, and culture-building activities
 - Support a positive, connected, and collaborative workplace environment
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Qualifications & Qualities

- Exceptionally strong written and verbal communication skills, with the ability to write clearly, concisely, and in the voice of the organization's leadership
- An excellent writer with strong grammatical style and attention to detail; able to draft polished donor and board communications with minimal oversight
- Highly organized with exceptional attention to detail and follow-through
- Proactive, resourceful, and driven; someone who takes initiative and consistently looks for ways to improve systems and outcomes
- Trustworthy and able to handle confidential information with discretion
- Strong interpersonal skills with the ability to build and maintain relationships with a wide range of stakeholders, including donors, board members, and community partners
- High level of professionalism, emotional intelligence, and responsiveness in all communications
- Strong time management skills and ability to manage multiple priorities
- Personable, warm, and engaging, with the ability to build authentic relationships with donors, board members, and staff
- A sense of humor and the ability to bring positive energy to the team

What Success Looks Like

- Leadership is well-supported, organized, and able to focus on fundraising and strategy
- Donor communications are timely, thoughtful, and consistent
- Board operations are smooth, organized, and well-coordinated
- Events and gatherings are well-executed and reflect the Center's values
- Details are handled proactively, and nothing falls through the cracks
- The organization feels more connected, responsive, and efficient

Closing

We're looking for someone who takes their work seriously, but doesn't take themselves too seriously. This is a fast-paced, high-expectation role (in the best way) with leaders who care deeply, move quickly, and value excellence.

Please note this job description is not designed to cover or contain a comprehensive listing of activities. The Center for the Arts is a collaborative organization that relies on teamwork to do great things.

Equal Opportunity Employment Statement

Center for the Arts (CFTA) is committed to having diverse voices in our organization and coalitions. We seek collaboration with those who bring a range of perspectives, skills, and experiences to the work of advancing our mission. We strongly encourage and seek applications from BIPOC (Black people, Indigenous peoples, and People of Color), people with disabilities, women, men, non-binary individuals, bilingual and/or bicultural individuals, immigrants, veterans, and queer/LGBT+ individuals. CFTA is an equal opportunity employer.

To Apply

This is a full-time position starting immediately. Email cover letter and resume with references to director@crestedbuttearts.org. Please put 'Executive Assistant' in the subject line. E.O.E. For more information on the Center for the Arts, please visit www.crestedbuttearts.org.

Deadline for Applications: The position is open until filled, with the first review date on May 8, 2026.

The Center for the Arts will provide reasonable accommodation to qualified applicants with disabilities during the application and hiring process. To request an accommodation, please contact Jillian Liebl at the email address above.