

Executive Assistant

Position Title: Executive Assistant

Job Type: Full time

Location: Greater Toronto Area (working remotely at present)

Salary: Commensurate to experience

About the Art Canada Institute

The Art Canada Institute (ACI) is a dynamic, educational arts organization, dedicated to making Canadian art history a contemporary, multi-vocal conversation. With a digital library of more than forty expert-authored books, a robust online art education program, and a dynamic homepage, the ACI publishes original content online, in English and French, on the multifaceted artists who define this country's visual landscape. In a few short years, this young not-for-profit organization has become the go-to digital resource for educators, museum-goers, art lovers, and aficionados. In 2021, ACI is launching the Redefining Canadian Art History Fellowship Program, an initiative to revisit and redefine the framework of art history in Canada through studies on Canadian and Indigenous artists whose lives and works are underrepresented. Visit us at aci-iac.ca.

At ACI, we are committed to building and fostering an environment where our employees feel included, valued, and heard. Our belief is that a strong commitment to diversity and inclusion enables us to promote the study of an inclusive multi-vocal Canadian art history to as broad an audience as possible, in both English and French, within Canada and internationally. We especially welcome applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities, and people with intersectional identities.

Job Description

Reporting to the Executive Director, the Executive Assistant will work in the following key areas of the Art Canada Institute: Financial Administration, Operations Administration, Board Administration, Donor Stewardship, and Events Administration. The position involves an excellent understanding of all ACI programming as well as the organization's mission, vision, and values.

Specifically this position involves:

- Assisting with donor stewardship by responding to queries from donors, assisting with the preparation of stewardship materials, and managing all donor contact lists.
- Maintaining donor records in Salesforce.
- Preparing donor pledge statements and other administrative documents, tracking incoming donations, and logging donations and related backup materials.
- Generating, printing, and mailing tax receipts and formal thank you letters for all donors and sponsors.
- Assisting with the creation of monthly cheque, contractor payroll, and MasterCard reconciliations, and other duties associated with Accounts Payable and Receivable.
- Scheduling meetings and providing related assistance to Executive Director, Deputy Director, and ACI Board of Directors.
- Taking minutes at staff meetings, committee meetings, and Board meetings.
- Drafting and sending event invitations to patrons and keeping track of event RSVPs.
- Assisting with additional administrative tasks as required.

Qualifications:

- An undergraduate degree in a related field or equivalent experience.
- Proven experience (minimum three years) as an executive assistant or other relevant administrative support experience.
- Superior computer literacy in Google Office Suite and Microsoft Office is essential; knowledge of InDesign

is an asset.

- Experience using donor or CRM databases; Salesforce knowledge is strongly preferred.
- Demonstrated ability to multi-task and to successfully manage multiple priorities as evidenced by excellent organizational and time management skills.
- Commitment to being a flexible team player able to collaborate and support colleagues through effective problem solving is essential.
- Professionalism, good judgment, and discretion in dealing with confidential and sensitive matters are essential.
- Excellent oral and written communication skills.
- Experience with financial recordkeeping/bookkeeping is an asset.

Please submit your CV and cover letter and names of references to the attention of Jocelyn Anderson, Deputy Director, janderson@aci-iac.ca, by **December 20, 2021**. Please note that any application that does not include all three elements (CV, cover letter, and referees' contact details) will be deemed incomplete and will not be considered. We thank all interested candidates but only those considered will be contacted—interviews will be held the week of January 10.