



The Land Trust for Tennessee

Position: Executive Assistant, Full-time

Supervisor: President & CEO

Location: Nashville, TN

About The Land Trust for Tennessee

The Land Trust for Tennessee ("LTTN") is a statewide, accredited non-profit land conservation organization with offices in Nashville and Chattanooga. LTTN has protected 137,000 acres through over 460 conservation projects across Tennessee. This full-time position is based in Nashville and offers an impactful, challenging work opportunity at one of the nation's premier conservation organizations.

Summary of the Position

The Executive Assistant (EA) provides high-level administrative, operational, and strategic support to the President & CEO. This full-time position serves as the CEO's primary point of contact with donors, landowners, partner organizations, and the public. The EA is the liaison to LTTN's Board of Directors, scheduling meetings, preparing agendas, managing communication, reserving meeting locations, and ensuring timely delivery of meeting materials. The EA exercises keen judgment in a variety of situations, with strong communication skills, organizational skills, and the judgment and ability to realign priorities when needed. The EA must be proactive, anticipating both opportunities and problems early and taking steps to address them. Collaboration, clear communication, a commitment to confidentiality, and professional transparency are essential qualities for success in this role.

Primary Responsibilities:

Executive Support

- Manage the President & CEO's complex calendar, scheduling meetings, events, travel and reservations, confirming attendance in advance
- Prepare organized briefing materials, agendas, and reports for meetings and presentations
- Draft, edit, and manage certain correspondences on behalf of the President & CEO
- Track priorities, deadlines, and follow-ups to ensure well-timed execution
- Assists the President & CEO in the timely completion of monthly expense reports, credit card reconciliations, and time trackers
- Capture, summarize, and log executive interactions and next steps in Salesforce
- Coordinate logistics for organizational activities in which the President & CEO will play a role

Board of Directors and Stakeholder Management

- Cultivate professional relationships with Board of Directors, committee, and Trustee Council members
- Maintain accurate records, up-to-date contact lists, rosters, and Board term lists for Board of Directors, committee, Board Members Emeriti, and Trustee Council
- Schedule Board of Directors, committee, and Trustee Council meetings, working with the Senior Director of Operations to coordinate date and venue selection
- Track and manage RSVPs to ensure quorum for all Committee and Board meetings
- Ensure all materials are prepared well in advance of meetings

- Work closely with the President & CEO and other senior leadership to provide support for all LTTN Committee meetings, in addition to completing minutes and follow-up from Governance & Nominating and Executive Committee meetings
- Ensure members comply with annual requirements and expectations
- Keep current on key organizational projects and strategic initiatives

Executive Communications

- Assist with talking point outlines, presentations, and public-facing materials in alignment with established organizational voice
- Handle confidential and sensitive information with discretion and professionalism
- Draft, refine, and format written communications for CEO, including updates, award nominations, thank you notes, formal announcements, and other correspondence to internal and external stakeholders
- Screen, prioritize, and respond to inquiries with a high level of professionalism, diplomacy, and a stakeholder-service orientation, this includes phone correspondence to known and unknown people on behalf of LTTN

Competencies:

- Strong situational awareness, with the ability to anticipate needs and respond proactively
- Demonstrated strategic thinking and problem-solving skills
- Ability to follow verbal directions
- Flexibility and resilience
- Strong written, verbal, and interpersonal communication abilities, with an emphasis on grammar

Desired Skills and Qualifications:

- Bachelor's degree preferred or equivalent combination of education and work experience
- At least 5 years of professional experience in a team, including 2 or more years supporting a senior executive, CEO, or executive leadership team
- Experience working with boards and executive leadership teams
- Familiarity with fundraising and donor relations
- Must be dedicated to advancing the mission of the organization. Familiarity with land conservation, a plus
- Strong analytical, reading, writing, and problem-solving skills, with a typing speed of 60+ wpm
- Demonstrated ability to anticipate needs, exercise sound judgment, and maintain confidentiality in a professional environment.
- Ability to manage competing priorities, adapt to changing circumstances in a fast-paced environment
- Exceptional organization and time management skills
- Must maintain exceptional attention to detail while producing a high volume of work within established deadlines. To demonstrate attention to detail, please include the word "perpetuity" in your cover letter.
- Proficiency in Microsoft Office Suite, including Outlook, Word, Excel, and PowerPoint. Experience with CRM platforms required; Salesforce experience preferred.
- Flexibility to work occasional evenings and weekends for organizational events, and to accommodate limited after-hours communication based on executive and organizational needs.
- Must have a valid driver's license, and access to a reliable vehicle for occasional travel

Benefits:

- Full-time position, working 40 hours per week, with a hybrid work model possible following 90 days of employment. Flexible hours offered based on workload, weather, and event schedule.

- In the first year of employment, LTTN offers 20 PTO days (10 vacation and 10 sick days) on an accrual basis and 11.5 paid holidays per year. Vacation accrual rate increases with tenure.
- Monthly mileage reimbursement, and/or cost of rental car, or use of company vehicle offered for work purposes. AAA Roadside Assistance provided.
- Medical and Dental insurance: premiums are covered at 85% for employee and 50% for spouse and family plans. LTTN currently offers a PPO health plan as well as an HSA option. A \$50,000 company-sponsored life insurance policy is provided for each full-time employee. Other voluntary insurance includes vision, additional life, long-term and short-term disability, critical illness, and accident.
- 403b retirement plan with a one-to-one match of up to 2.5% after one year of employment and up to 5% after two years of employment.
- Collaborative, encouraging, and mission-focused, driven team; offering genuine care for people, and opportunities for professional development.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all responsibilities, skills, and abilities. Salary is commensurate with experience. LTTN is an equal opportunity employer.

Please apply by sending your resume and cover letter through our Job Application portal linked here on our website <https://www.landtrusttn.org/about-us/job-opportunities>. No phone calls, please.