



MEMORANDUM

TO: Interested Parties
FROM: Shae Hopkins, Executive Director
DATE: January 8, 2018

A handwritten signature in blue ink, reading 'Shae Hopkins', is written over the printed name of the Executive Director.

The Commonwealth Fund for KET, the fundraising unit of Kentucky Educational Television, has the following full-time job opening at the KET network campus in Lexington.

JOB TITLE: Executive Assistant

REPORTS TO: President, Commonwealth Fund for KET

RESPONSIBILITIES:

- Provides executive support for all matters relating to the office of the President. Includes drafting correspondence, proposals and other marketing materials; processing mail, bills and purchase orders; scheduling meetings and travel; arranging building and equipment repair and maintenance.
- Serves on the front-line of donor relations, handling queries, communications and follow-up, and ensuring all database records are updated accordingly.
- Plans and tracks division expenses, particularly the Administration budget. Facilitates monthly financial reporting.
- Supports the Commonwealth Fund for KET Board of Directors, including notifications, arranging meeting logistics, preparing board materials and minutes, and offering general assistance for directors.
- Facilitates logistics for major events, from concept to clean-up. Includes volunteer recruitment and management, vendor negotiations, décor, hospitality, in-kind donations, set-up, budgeting, and other details for statewide events and on-air fundraising drives.
- Provides technical support for database management, desktop publishing, presentations and other computer needs.
- Assists Commonwealth Fund for KET staff and activities as needed.
- Other duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES REQUIRED:

- Bachelor's degree in related field or a minimum of three years of senior executive support experience or an equivalent combination of education, training and experience.
- Must have excellent writing, verbal and interpersonal skills, and demonstrate professionalism.
- Must be highly organized and able to perform and prioritize multiple tasks with accuracy and attention to detail.

- Proficiency in Outlook, Word and Excel required. Proficiency in PowerPoint desired.

SALARY: Dependent on qualifications and experience

CONTACT: Send KET application, cover letter, writing samples and resume to Employment & Recruiting, KET, 600 Cooper Drive, Lexington, KY 40502; e-mail to jobs@ket.org; or fax to 859-258-7765. Position will remain open until filled. **Equal Opportunity Employer**