



VentureWell supports early-stage, socially impactful science and technology innovators, their ventures, and the innovation and entrepreneurship ecosystems that are critical to their success. We have been a leader in the field, based in the Pioneer Valley of Western MA for over 20 years. Through our work with universities, government agencies and leading philanthropies we've nurtured thousands of startups reaching millions of people in over 50 countries with ground-breaking technological advancements in fields such as biomedicine and healthcare, sustainable energy and materials, and solutions for low-resource settings.

Our team of passionate, highly motivated people enjoys working together in a fast paced, energetic and friendly environment.

Assistant to the President

Responsibilities:

The successful candidate will work closely with our President / CEO, to anticipate his needs, enable him to leverage his time effectively and support an efficient response to both internal and external demands.

- Represent the President with constituents, staff, Board of Directors, etc. with poise, discretion and professionalism.
- Support the development of a variety of written communications including papers, presentations, blogs, correspondence, and other electronic and social media materials.
- Arrange meetings, develop meeting agendas and follow up as appropriate
- Serve as the President's administrative liaison to VentureWell's Board of Directors including preparation of materials and managing arrangement of Board and Committee meetings.
- Manage calendar of upcoming commitments and responsibilities, travel, expense reports and other key administrative activities.
- Research, prioritize, and follow up on incoming issues and concerns as appropriate or handle appropriate course of action, referral, or response.
- Provide a bridge for smooth communication with the Executive Team, as well as internal departments; maintain discretion, credibility with and trust of all constituents.

Requirements

You must be highly professional, a strong writer, and enjoy organizing information and activities in a fast paced environment; you will also be able to demonstrate that you are highly resourceful, self directed and collaborative.

- ❑ Bachelor's degree required
- ❑ 5 to 10 years of related experience supporting Executives, preferably in a non-profit organization or higher education environment
- ❑ Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly
- ❑ Excellent attention to detail
- ❑ Very strong interpersonal and customer service skills
- ❑ Strong written and verbal communication skills
- ❑ Demonstrated proactive approaches to problem-solving
- ❑ High level of professionalism and maturity
- ❑ Proven ability to handle confidential information with discretion
- ❑ Track record of taking initiative to problem solve, prioritization of conflicting needs, and the ability to handle matters expeditiously, proactively, and follow through on projects to successful completion, often with deadline pressures
- ❑ Technically proficient, experienced and a user of with MS Office, Google apps, Adobe Acrobat, social media, etc.; Mac preferred
- ❑ Prior experience providing Board support a plus

For more information about VentureWell, including our benefits, click [here](#)
To apply, please send a **cover letter, and your **resume** to**
jobs@venturewell.org

VentureWell is an Equal Employment Opportunity (EEO) employer. M/F/D/V