

# GREATER ST. LOUIS INC.

**Title:** Manager, Office of the CEO

**FLSA Status:** Exempt

**Reports to:** Chief Executive Officer

## Position Summary

Reporting directly to the Chief Executive Officer (CEO) of Greater St. Louis, Inc., the Manager of the Office of the CEO serves as an exceptionally professional, highly responsive point of contact for all internal and external stakeholders. The Manager serves as the CEO's primary liaison to the offices of executives at Greater St. Louis, Inc.'s major investors, board members, civic leaders, and stakeholders across the community. The Manager ensures that the CEO is well scheduled, prepared, and able to execute their responsibilities as efficiently and effectively as possible to advance the mission of Greater St. Louis, Inc. The Manager must demonstrate exemplary oral and written communication skills, agility, creativity, impeccable judgement in complex situations, and the maturity to maintain realistic balance among multiple – and oftentimes conflicting – priorities. The Manager must have demonstrated experience in managing complex projects from start to finish, using independent judgement and discretion in a position of trust and confidence. The Manager works comfortably under pressure and deadlines and handles confidential and sensitive information with the highest degree of discretion.

## Responsibilities

- Plans, coordinates and ensures the CEO's schedule is followed and respected. Serving as a "gateway" to the CEO, ensures that valuable time is allocated to the highest strategic priorities.
- Ensures the CEO is well prepared daily with appropriate briefing memos, talking points, PowerPoint presentations, and other materials. Professionally follows through with necessary staff to ensure that all briefings are prepared and submitted timely and completely.
- Ensures ample time for planning and preparation by keeping the CEO regularly informed of upcoming commitments and appearances.
- Facilitates smooth communication from the Office of the CEO to key staff. Builds the necessary relationships with internal staff and external stakeholders to undertake and complete necessary initiatives for the CEO.
- Proactively completes critical deliverables, such as drafting letters, preparing memos, and undertaking other tasks, that enable the CEO to effectively lead the organization and advance its civic mission.
- Interfaces directly, and on behalf of the CEO, with the executive assistants of major investors, board members, and civic leaders to coordinately highly complex and critical scheduling and logistics across multiple stakeholders.
- Maintains the highest degree of confidentiality and trust in all interactions with the CEO and the offices of major investors, board members, and other stakeholders.
- Receives all correspondence for the CEO. Ensures that correspondence is reviewed and referred to the appropriate staff member for response.
- Provide exceptional administrative and logistical support for board meetings and other business-critical events, including planning meetings, assisting with arrangements, meal and event planning, and other tasks.
- Assists in preparing agendas for management team meetings and other events.
- Makes travel arrangements as necessary.
- Fulfill other duties and responsibilities as may be assigned by Greater St. Louis, Inc.

## Qualifications

- High school diploma and five to 10 years of experience supporting C-Level executives in a nonprofit or corporate organization; or bachelor's degree and at least three years of professional experience
- Experience drafting and editing business communications
- Excellent command of the Microsoft Office Suite software
- Proficient in the use of Adobe Acrobat and social media platforms
- Exceptional skills in administrative and organizational management, a commitment to accuracy and attention to detail
- Highest degree of personal ethics, integrity and trust
- Experience working with highly confidential and sensitive information
- Effective decision making to align resources to the right priorities to achieve Greater St. Louis, Inc. strategic objectives
- Ability to work with flexibility and to multi-task as needed
- Ability work independently and prioritize responsibilities
- Exemplary communication skills, including verbal and written
- Professional personal, phone and e-mail demeanor
- Agility to handle multiple complex priorities in a fast-paced environment

## Salary and Benefits

- Greater St. Louis, Inc. offers a competitive salary and benefits package, including health, dental and vision insurance, paid time off, holidays, and 401(K) with a Company match.

## About Greater St. Louis, Inc.

Greater St. Louis, Inc. is a 501(c)(6) organization of businesses formed through the merger of five private-sector led and St. Louis-focused economic development and civic leadership organizations on January 1, 2021. The five combining organizations were AllianceSTL, Arch to Park, Civic Progress, Downtown STL, Inc., and the St. Louis Regional Chamber. Greater St. Louis, Inc. brings together the business community to help drive economic growth and create opportunities for all with a focus on inclusive growth. As a result of the merger, we are in a position to drive economic growth with a unified voice, a bold agenda, and as one St. Louis metropolitan area that is anchored by a vibrant urban core. Additional information is available at [www.GreaterSTLinc.com](http://www.GreaterSTLinc.com).

## Equal Employment Opportunity (EEO) Statement of Inclusion

Greater St. Louis, Inc. is an equal opportunity employer which extends equal employment opportunities (EEO) to all qualified individuals, with regard to all terms and conditions of employment.

## Contact

To inquire about the opportunity, please email [Reed@GreaterSTLinc.com](mailto:Reed@GreaterSTLinc.com) with your resume, cover letter including salary expectation, and at least three professional references.