

Title	Executive Assistant to the President
Status	Exempt
Reports to	IHA President
Organization	The Indiana Hospital Association is the trade association representing the interests of 172 hospitals and health systems. Services include government relations, data management, communications, education, performance improvement, and patient safety.
Prepared Date	Updated May 2021
Work Environment	<p><i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> • Normal office environment • The noise level in the environment is moderate • Hours generally Monday – Friday, 8:30 a.m. – 5 p.m. ET with some flexibility • Travel to a select few IHA meetings and/or occasional education programs with the flexibility to stay overnight when required.
Position Summary	<p>The Executive Assistant to the President provides a wide variety of high-level administrative and operational support to the IHA President and the IHA Board of Directors to assure the success of executive office operations. The person in this position often serves as first point of contact with IHA member CEOs and executives, Board members, other stakeholders, and staff. This person serves as recording/corresponding secretary for the IHA Board, Hahn Foundation, and the IHA Annual Business meeting. This position has responsibilities that encompass the general management of the President’s office, including the daily communication needs of the President in a timely and professional manner, scheduling and maintaining all business activities on the President’s calendar, coordinating travel and hotel arrangements, and preparing itineraries and PowerPoint presentations where appropriate.</p> <p>Responsibilities also include projects that are diverse, complex, and often confidential. This position is often required to work independently to ensure the smooth operation of the President’s office under the pressure of frequent interruptions and changes in priorities. Maintains database for IHA Councils and several functions of the Association Management System, tracks service history of members and maintains files for the executive office. This position also requires interaction and support to the executive staff as their work relates to the President’s office.</p>

**Core
Responsibilities**Support to the President

Essential functions include but are not limited to the following:

- Schedule and coordinate daily activities for the President which includes maintaining the electronic appointment calendar, planning all aspects of travel, and arranging conference calls and meetings
- Track speaking engagements and ensure presentations are prepared in a timely manner and sent to host organizations
- Receive and screen incoming calls to the President's office
- Prioritize and manage multiple projects simultaneously, following through in a timely manner
- Prepare, edit and/or proof memos, letters, and documents on behalf of the President as needed and distribute; proofread and edit documents for other staff as requested
- Screen and sort the President's mail: route, copy, email, and file correspondence, as needed
- Reconciliation of President's corporate credit card expense report monthly
- Maintain President's monthly mileage expense forms with trips qualifying for reimbursement
- Maintain, update, and organize files pertaining to IHA Board, Council and Committee meeting minutes, member correspondence, and general information
- Coordinate meeting arrangements for executive leadership with other organizations (i.e., ISMA, long term care leadership, etc.)
- Oversee committee, board, and professional organization memberships of President as well as registering and collating meeting materials (i.e., AHA RPB, IHIE, SHAEF, ACHE, etc.)
- Track hours devoted to lobbying or related to grant contracts
- Complete forms and initiate check requests for meeting registrations
- Perform other tasks and duties as identified by the President

Support to the Board of Directors and Membership

Essential functions include but are not limited to the following:

- Act as a point of contact for the IHA Board of Directors, Executive Committee and Finance Committee
- Respond to information requests from all IHA membership in a timely manner
- Send and track responses for Conflict of Interest and Antitrust Statements for Board
- E-mail meeting notices to Board, Task Forces, Committee members, assistants, invited guests, and staff as appropriate
- Prepare agendas, collect, copy, post, and distribute materials needed for the Board, Executive Committee, Finance Committee, Hahn Foundation, Annual Business meeting, Governance Committee, Compensation Committee, and executive staff
- Transport and set up Board, Hahn Foundation, and Annual Business meeting materials at meeting location
- Record/transcribe meeting minutes for Board, Hahn Foundation Board,

- Membership, and Annual Business Meetings
- Manage the nomination process for the IHA Board of Director's election to fill vacancies each year (Governance Committee)
- Prepare and distribute letters to the Board regarding appointment, reappointment, and end of service annually
- Other duties and tasks as requested

Support to Executive Staff and the Association in general

Essential functions include but are not limited to the following:

- Schedule meetings for seven executive staff members with President monthly
- Work closely with executive staff to create, coordinate, and distribute hard copy or electronic correspondence to hospital CEOs, their staff, or other organizations on behalf of the President
- Responsible for continually updating the Association Management System for changes to hospitals, chief executive officers, and their assistants
- Responsible for Council Service data system including: initiate call for council membership, input requests, print reports, disperse data to and participate in meeting with council liaisons, set and participate in meeting with Chairman-elect to appoint council members (and Committees), input appointment data in system, send appointment, reappointment and no appointment letters to applicants, create council listing for Board member approval, print final council member list for staff liaisons, maintain council service system throughout the year
- Write IHA Resolutions for retiring member CEOs
- Maintain listing of new CEOs, send welcome plant
- Send plant/tree for new hospital opening to CEO
- Initiate call for nominations for IHA annual awards, copy submissions, distribute to Awards Committee, set conference call for Committee, notify education staff of winners
- Assist Education department with the IHA Annual Meeting
- Order flowers or initiate donations in memory of deceased member CEOs and notify list via email
- Plan and coordinate administrative staff luncheon/meetings including annual employee recognition luncheon
- Greet and interact with Association visitors, notify appropriate staff

**Supervisory
Responsibilities**

None

Requirements

The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and
Experience**

- Bachelor's degree or equivalent work experience in administrative support at an executive level.
- Proficient in Microsoft Office software

**Knowledge,
Skills and
Abilities**

- Strong time management skills and ability to plan, manage, and coordinate President's activities and major functions
- Must be well organized, analytical, and efficient with strong oral and written communication skills with attention to detail

- Knowledge of proper formats for letters, proper grammar, spelling, and language usage to produce neat, accurate correspondence
- Ability to set priorities when handling multiple tasks and projects
- Must be a self-starter, able to work both on own and in a team environment
- Demonstrate ability to use discretion and make sound judgment
- Performs responsibilities in such a way as to project the appropriate professional image of the Association
- Confident, friendly, customer-service oriented approach as IHA is a membership organization
- Use of computer for word processing, database management, research, and presentation material

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, talk, and hear. The employee is frequently required to stand, walk, reach with hands and arms, and use hands to finger, handle, or feel. The employee is occasionally required to lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by their supervisor.

Application

To be considered for this position, please submit a cover letter and resume to btabor@IHAconnect.org by May 28, 2021.