

# MANAGEMENT CONSULTANTS FOR THE ARTS

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EXECUTIVE SEARCH • PLANNING • ORGANIZATIONAL ANALYSIS

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**JOB DESCRIPTION  
EXECUTIVE ASSISTANT  
THE STEPPING STONES FOUNDATION  
HISTORIC HOME OF BILL & LOIS WILSON  
KATONAH, NY**

**Position Description:** Stepping Stones seeks an outgoing and efficient Executive Assistant to support the Foundation's Executive Director. The position oversees the Executive Director's office and assists with the Foundation's administration, outreach, and programming.

**Background:** Stepping Stones is nestled on the border of the hamlets of Katonah and Bedford Hills in the Town of Bedford in northern Westchester County, NY, in a suburban area approximately one hour north of Manhattan. The private, nonprofit, and tax-exempt National Historic Landmark, is the historic home and archive of William Griffith Wilson ("Bill W."), who wrote the 12 Steps of recovery and cofounded Alcoholics Anonymous in 1934, and Lois Burnham Wilson, who cofounded Al-Anon Family Groups in 1951. The mission of the organization is to foster public understanding of alcoholism and inspire recovery by preserving and sharing the historic home, archives, and legacy of the Wilsons. Today their legacy touches more than 2 million people worldwide.

The home and archives include the Wilson's residence, Bill W.'s writing studio, 8.17 acres of grounds (including flower and community vegetable garden), 10,000 historic objects, and 100,000 manuscripts and photographs. The landmark offers tours, an Annual Picnic (2021 is its 70<sup>th</sup> year), and off-site and online programming including presentations and plays based on the Wilson's archive. An online archive and website redesign are currently in development to better share the story and legacy of the Wilsons with worldwide audiences. For more information, visit <https://www.steppingstones.org>.

**Position Overview:** The Executive Assistant is responsible for maintaining the smooth operation of the Stepping Stones' administration and programming. Reporting to the Executive Director, the Executive Assistant works closely with the Stepping Stones Foundation staff and audience and coordinates with the Board of Trustees. The position manages a shared workspace; involves some physical components, and requires occasional evening and weekend hours.

Primary responsibilities of position:

### **Support for Board and Committees**

- Create reports and maintains records and files.
- Schedule meetings and coordinates catering.

### **Financial Administration**

- Maintain confidential finance, insurance, and human resource files.
- Coordinate with bookkeeper and handle light bookkeeping (payments, deposits, etc.).
- Upload tax payments, audit, and census reports.

### **Human Resources Support**

- Chart current trends and maintain best practices.
- Process leave, onboarding, and benefits (payroll, 401K, and healthcare) documents.
- Recruit, train, and manage volunteers to assist in office.
- Coordinate staff meetings, notices, trainings, events, and outings.

### **General Organizational Support**

- Represent organization at events as needed.
- Make and respond to calls and letters from donors, visitors, and patrons.
- Handle data entry, spreadsheets, filing, collating, mailings, and proofreading.
- Serve on the disaster preparedness team and cross trains to fill in for colleagues as needed.
- Order and maintain office supplies and equipment.
- Clean office and engage housekeeper for floors and bathrooms as needed.
- Other duties as assigned.

### **Ideal Candidate Traits**

- Professional track record as an administrative assistant or office manager.
- Strong attention to detail and instructions with ability to anticipate needs.
- Automobile in good working condition for transport of objects, errands, etc.
- Past nonprofit experience, especially a museum, historic site, library, archive, or hospital.
- Knowledge or interest in 12-Step recovery history.
- Willing to relocate if not living within proximity to site.
- Bilingual (English and Spanish)

**Compensation:** Salary commensurate with experience; 80% of healthcare benefit is paid by employer; 401(k) with employer match the first 3% of the employee's base salary.

**Start Date:** Spring 2021

### **Process for Application:**

[Bill Appleton](#) is the MCA consultant leading this search. To be considered for the position, you must submit a current resumé, a one-page narrative describing interest and experience, and three professional references utilizing our online application system:

<https://mcaonline.com/searches/executive-assistant-stepping-stones>

Once all your materials have been submitted online, you will receive a confirmation of your submission via the email address you have provided in the application.

Stepping Stones Foundation is an equal opportunity employer.