

**Freedman Consulting, LLC: Executive Assistant to the President
Washington, DC***

Freedman Consulting, LLC, a strategic consulting firm, seeks a proactive, strategic, and detail oriented Executive Assistant to the President. The Executive Assistant to the President will provide scheduling and administrative support for the firm president, serve as a key point of contact for staff at all levels of the firm, support external firm communications, and contribute to areas of the firm's overall operations.

Freedman Consulting, LLC, offers strategic consulting services to foundations, nonprofit organizations, and public interest coalitions, advising many of the nation's leading philanthropic institutions. Our work includes strategic planning and issue landscaping for major foundations, campaign advising and coordination for coalitions, public-private partnership creation and support, and policy development for a variety of advocacy and political campaigns.

Reporting to the firm's President and Chief Administration & Strategy Officer, the primary responsibilities for the Executive Assistant to the President include:

- Scheduling and administrative support for the President, including managing travel needs
- Managing President's briefing and project needs, including gathering or researching information
- Tracking new business opportunities and assisting in business development efforts
- Working with the President and senior leadership on firm communication and social media outreach efforts
- Supporting firm administrative and operational needs including hiring and recruitment efforts (help with inventory, office supplies and equipment, job posting, scheduling support, among other responsibilities as needed)

Qualifications of the Ideal Candidate:

A bachelor's degree and 2-5 years of previous work experience is preferred. The ideal candidate will have previous experience with scheduling or administrative support duties. Applicants should possess strong attention to detail, the ability to effectively manage multiple tasks, a proactive nature, and an interest in the overall client values and mission of the firm. Salary and benefits are competitive.

To apply, please submit your resume and cover letter to EA@tfreedmanconsulting.com.



Freedman Consulting, LLC is an Equal Opportunity Employer. We strongly encourage candidates from underrepresented groups to apply. Freedman Consulting does not discriminate on the basis of race, religion, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

**All Freedman Consulting employees are currently working remotely during the COVID-19 crisis and new employees would work remotely until conditions are determined safe for office reopening.*