



## MINARD CAPITAL

Position Title: **Executive Assistant to the CEO**

Location: San Francisco, CA

Status / Hours: 8:00am – 7:00pm Monday – Friday. Occasional nights and weekends required.

Reports To: Rachel Minard, Founder & CEO

### **What you'll do:**

- Provide high-level and confidential support to Founder & CEO in the management of time, resources, deliverables and strategic initiatives. Related duties include scheduling meetings and calls, coordinating travel arrangements, completing travel expense reports, and preparing meeting materials. Additionally, assist CEO in the management of personal errands including arranging for daily lunches, wrapping and shipping packages, etc. as requested;
- Manage the *Minard Capital Prospective Client Pipeline* and associated Opportunities within Salesforce to track outreach in support of CEO's efforts to engage and cultivate prospective clients to Minard Capital. Provide strategic oversight and guidance regarding new outreach ideas, marketing materials, strategy etc., to enhance the cultivation of key relationships, updating Salesforce as required to maintain visibility and consistency;
- Collaborate with the Senior Director, the Minard Guild to ensure strategic allocation and management of the CEO's time and resources toward the planning, outreach and execution of the Minard Guild. Provide oversight as needed regarding any administrative elements associated with the CEO's participation and responsibilities tied to the Minard Guild;
- Oversee the maintenance of, and routine updates to, the *Minard Capital Administration Manual* and memorialize updated firm-wide best practices for reference by current and future staff;
- Interview, hire and oversee an administrative staff as appropriate to support the needs of Minard Capital's leadership and special projects;
- Protect Minard Capital's brand by managing and overseeing first impressions for the firm. Arrive prior to 8:00am to ensure that the office is appropriately opened and presentable to visiting guests. Professionally represent Minard Capital as first point of contact by answering incoming phone inquiries, e-mail dialogue, and welcoming guests to the office with upmost care and professionalism. Train and /or advise all new and existing Minard Capital team members on the firm's communication and aesthetic standards to ensure compliance;
- Update Salesforce database daily to reflect current information ensuring accuracy of contact details for clients, prospects, former clients and industry contacts;
- Curate and run daily, weekly and monthly reports to advise CEO's strategic outreach initiatives regarding birthday, anniversary or other special acknowledgements as appropriate;
- Manage an administrative budget and inventory associated with equipment, supplies, and food items to support the team's productivity and firm culture. Issue detailed credit card expense reports monthly to Minard Capital's accounting team;
- Collect, classify, and organize all billable travel, outreach and design expenses culminating in the monthly creation of Consultant Travel & Expense Invoices for each Minard Capital client;
- Collaborate with the Managing Director, Director of Operations to oversee the accurate firm-wide coding and upload of expenses including sorting, classification and data entry to accounting system as appropriate;
- In partnership with the Managing Director, Director of Operations, identify, plan, and execute team building and training activities throughout the year;
- Collaborate with Minard Capital Consultants in the logistical coordination of investor events, client roadshows, and other client-related events as assigned. This can include the printing, binding and organization of client materials in advance of meetings;
- Additional projects and responsibilities as assigned.

### **Who you are:**

- You possess extraordinary attention to detail with an unwavering work ethic, commitment to honesty, and a genuine care for people. You will go the extra mile at all times (because it's who you are) and you derive joy in being of service;
- You have prior work experience in an office setting and take pride in providing high-level service to and creating efficiencies for firm leadership, clientele and colleagues;
- You are a talented communicator with a confident and assertive speaking voice, exceptional command of English, knowledge of proper grammar, sentence syntax, and etiquette. You enjoy cultivating relationships and thoughtfully conduct outreach to ensure lasting connections are maintained;
- Driven and ambitious with an insatiable desire to learn, you possess a creative, entrepreneurial spirit and a commitment to



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very high standards. No job is too small and you welcome direct, constructive criticism as an opportunity for growth and always push yourself to continue improving your skills, interests and abilities;

- You love solving problems and readily take initiative to contribute to projects to arrive at a workable, effective solution. You are equally satisfied working individually or as part of a group to complete projects and employ a ‘whatever it takes’ attitude to meet deadlines;
- You enjoy routine tasks and take pride in their accurate and timely completion. As someone who is highly organized and tidy, you like rearranging workspaces and office systems to improve usability and productivity;
- You thrive under pressure in a fast-paced, ever-changing environment and use your can-do, friendly attitude and sense of humor to defuse tense situations, contribute to a fun team culture, and ensure your own positive well-being;

### **What you’ll get:**

- An elite and passionate team of colleagues working to change the face of the asset management industry;
- All of the necessary resources you need to grow and develop in your career;
- Gold-tier PPO health benefits including 75% employer paid medical and 100% paid dental & vision premiums;
- 50% gym membership reimbursement;
- Fully stocked snack cabinet and beverages customized to team preferences. Regular paid lunches and team events including dinners, sporting events, and activities;
- Exquisite office in the heart of Union Square, San Francisco featuring Apple technology, sit / stand desks and fully customized accessories;

### **Qualifications:**

- Bachelor’s Degree in Journalism, Marketing, English, Hospitality or other related field preferred;
- At least three (3) years working within highly professional, client-centered environments is required. Kindly include within your cover letter a description of your responsibilities and accomplishments as well as their associated relevance to a position with Minard Capital. Prior experience as an Executive Assistant responsible for coordinating extensive business travel arrangements is preferred;
- Excellent writing ability with a strong and articulate command of the English language is required. Kindly include two (2) writing samples with your cover letter and CV;
- Skilled use of Apple technology for business functions is required. Must be proficient in Microsoft Suite: Word, Excel, PowerPoint, and Outlook with the ability to quickly learn and navigate new systems and programs;
- Familiarity with Salesforce platform (or other CRM system) is strongly preferred;
- Fast and fluent touch-typing ability is required; (50 WPM minimum)
- Familiarity with design software (Adobe In-Design, Photoshop, MS PowerPoint) is preferred;
- Prior experience working within the financial services industry is a strong plus;
- Must love dogs ☺

### **To apply:**

E-mail cover letter, CV and two (2) writing samples as a combined PDF to [careers@minardcapital.com](mailto:careers@minardcapital.com). Indicate “Executive Assistant to the CEO – Your Name” in the subject line.