

## **DIRECTOR, BUSINESS SUPPORT SERVICES**

Seven States Power Corporation is looking for an experienced professional to join its growing team. To learn more about Seven States visit [www.sevenstatespower.com](http://www.sevenstatespower.com)

### **Job Summary:**

Works closely with the President & CEO to provide executive support functions; may serve as liaison with partners; coordinates with member-owners. Completes a broad variety of administrative tasks such as managing an extremely active calendar of engagements. Provides secondary support to team members in a variety of disciplines including but not limited to supporting the Finance lead with various accounting functions; coordinating with the leadership team on member engagement efforts; assisting with procurement efforts and grant applications for projects; supporting the Communications lead with social media and marketing efforts. Works in customer relationship management software, email marketing platforms and board materials portal.

Maintains positive working relationships with team members throughout the organization, while exercising good judgment and discretion. Maintains confidentiality of information that is sensitive and/or protected in nature. Supports logistical planning for internal, board and annual meetings. Responsible for drafting, finalizing, and archiving meeting minutes. Performs board support services and membership outreach as directed by the President & CEO. Ability to work outside of normal work hours as needed; travel to meetings as required. Other duties as assigned.

### **Qualifications, Skills and Knowledge Requirements:**

- Degree from a 4-year college or university preferred. Five or more years of experience supporting senior-level executives, preferably in a non-profit organization.
- Provides exceptional internal and external customer service and maintains the highest level of professionalism when engaging with the board, member-owners, partners, vendors, stakeholders.
- A well-organized and self-directed individual, with exceptional time management skills, including the ability to work under tight deadlines, prioritize and efficiently manage multiple, complex projects.
- Positive attitude with the ability to handle a variety of issues and individuals with tact and courtesy.
- Experience supporting off-site meetings, including management of details and expenses.
- Excellent demonstrated oral and written communication skills.
- Proficiency in Microsoft Office (Outlook, Word, Excel, Power Point) and Adobe Acrobat required.
- Familiarity with taking corporate minutes and use of Roberts' Rules of Order.
- Experience with basic accounting tasks preferred.
- Position is full-time remote workplace and candidate must be located in the Tennessee Valley area.

### **General Information:**

This job description is intended to describe the general nature and level of work being performed by the individual assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities and skills required for the position. Applicants must be able to work in a complex, confidential and changing environment. They must have a demonstrated ability to prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate. Seven States Power Corporation is an equal opportunity employer.

To apply for this position, please submit a cover letter and resume to [careers@7spc.com](mailto:careers@7spc.com)  
Applications will be received on a rolling basis until the position is filled.