



Insured Retirement Institute

Executive Assistant to President/CEO
Washington, DC / McPherson Square (currently working remotely)
Salary range: \$70,000 - \$90,000

Are you a dynamic, detail-oriented Executive Assistant who loves to support executives? Do you enjoy anticipating business needs, identifying problems and solutions, and keeping executives well informed? Are you looking for variety and the opportunity to support a President and a VP for a highly respected financial services trade association? Would you like to work with a smart, collaborative team where your contributions matter?

If yes, this could be the job for you.

At the Insured Retirement Institute (IRI), we have a fantastic team committed to our mission of championing retirement security for all Americans. We are looking for an exceptional Executive Assistant with 7+ years of experience supporting C-level executives preferably in an association or other membership organization. This role is perfect for someone who is eager to work in a fast-paced, small team, mission driven environment for a constantly evolving industry.

Based in downtown Washington, D.C. (currently working remotely), the Executive Assistant position is a service-oriented role requiring a significant amount of cross-functional teamwork and communication with key business leaders and internal stakeholders across the association. The Executive Assistant will support two leaders within the organization: the President and CEO of IRI as well as the VP of Strategy and Operations. Responsibilities include maintaining ownership of their administrative tasks including but not limited to complex calendar management, scheduling, assisting with email correspondence, travel coordination and logistics, event planning, expense reporting, and overall productivity. The Executive Assistant will also serve as a liaison to the board of directors, members, and senior leadership team by preparing board documents and coordinating other high-level meetings. The ideal candidate is business-savvy, knows how to judge what should be prioritized, keeps things on schedule, expertly manages time, and ultimately enables our executive leaders to do their best work.

The Executive Assistant position requires the following strengths and qualities:

- Excellent verbal and written communications skills
- Tech-savvy
- Forward looking thinker, who actively seeks opportunities, proposes solutions, and focuses on outcomes
- Confident, enthusiastic, reliable, and honest with discretion in handling confidential information
- Continuous improvement attitude
- Ability to meet tight deadlines while juggling multiple requests
- Professionalism in dealing with all levels of staff both inside and outside of IRI
- Ability to work independently and collaboratively with a strong sense of ownership; customer service is highly valued

- Experience working with Boards of Directors
- Bachelor's degree preferred

IRI's compensation and benefits package addresses a wide range of personal priorities and needs, giving employees the assurance that their health and wellness are equally important to us. IRI offers medical, dental, vision, PTO, 401K plan, paid parking, snacks, short-term and long-term disability insurance, generous work/life balance programs (e.g., remote work, floating holidays, summer hours, and volunteer service hours), and a commitment to professional development.

Interested candidates should send their resume and cover letter to jobs@irionline.org.

The Insured Retirement Institute is an Equal Employment Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veterans' status, or other status protected by applicable law. IRI conducts background checks on candidates.

Principals only.