



Title: Executive Assistant to Global Chairman & Global Special Events

Department: Global Reputation Management

Direct Report: Global Special Events Manager

Employee Category: Non-Exempt/Full Time

Location: Hybrid office schedule in one of DKMS's US offices in New York, NY; Charlotte, NC; or Dallas, TX

Summary:

DKMS is a global non-profit driven to register more potential stem cell donors and increase access to transplantation for people with blood cancers and disorders.

The Executive Assistant to Global Chairman & Global Special Events will serve a key role to streamline the personal, administrative, and secretarial tasks for the Chairman of the DKMS Global Board and serve as a supporting team member to the Global Special Events team.

DKMS's Global Special Events team is involved in the development and PR initiatives for the organization across its markets in the US, the UK, Germany, India, Poland, Chile, and South Africa. The team is responsible for fundraising, promotion, planning and production of special events, with a primary focus on galas and cultivation dinners in New York and London. There will be additional opportunities to contribute to special events in other DKMS markets as the program grows.

A background in executive support is preferred but not required; candidates with experience in other assistant roles, non-profit programs, development, PR, marketing, or event production will also be highly considered. An ideal candidate will be organized and highly motivated. Key to success in this position is the right blend of administrative skills, an openness to learn, and interpersonal skills. Flexibility and willingness to work with the schedules of stakeholders, sponsors, and other DKMS offices, as well as ability to travel for events, is paramount. This position serves as a main point of contact for organizational VIPs and should be well-spoken, professional, and reliable.

This position can be remote within the US or located in one of the DKMS US offices. They will report to the Global Special Events Manager and directly support the Chairman of the Global Board.

Responsibilities:

Responsibilities will include, but are not limited to:

Executive Support

- Manage calendar for Chairman of the Global Board, including arranging and setting meetings and managing conflicts
- Manage contact list, especially as it relates to gala and event mailings and invitations
- Administrative support on matters related to DKMS US's board of directors, including secretarial needs as required
- Disseminate information and communications to members of staff, volunteers, supporters and external audiences
- Prepare and amend correspondences, agendas, papers, reports, and other documents as necessary
- Take minutes of various meetings and provide high-level summaries as needed
- Handle all Chairman travel arrangements, including overseeing reservations, expenses, appointments, and meetings in destination city
- Liaise with the organization's professional advisors and external agencies or suppliers, as appropriate

Global Special Events Administrative Support

- Create packing lists and coordinate supplies to various offices and venues
- Assist with vendor tracking and reporting
- Arrange thank you gifts to committee leadership and event VIPs
- Arrange travel, hair and make-up, and coordinate any needs for donors and patients attending events

- Review and provide feedback on print collateral, including mailed invitations, on-site materials, and internal communications
- Provide reporting to Fundraising and Finance departments, as needed
- Support PR and social media outreach and promotion as needed
- Provide on-site event support, including but not limited to check-in and guest services, volunteer management, and live auction support

Qualifications & Skills:

- Excellent written and verbal communication skills, especially as it relates to collaborating with team members remotely and speaking with stakeholders over the phone or video calls
- Possess strong interpersonal skills and high emotional intelligence
- Discrete and respectful of confidentiality
- Highly organized and resourceful
- Efficient, natural problem solver, multi-tasker, high level of focus on details. All the details, big and small, must be managed as flawlessly as possible
- Proficient with technology with an aptitude for learning new systems -- Microsoft Office Suite (i.e. Word, Excel, PowerPoint, etc.) essential.
- Must be proactive, extremely detail-oriented, and ready to pivot to address changing needs
- Ability to work on tight deadlines while producing high-quality work
- Available for early morning, evening, and/or weekend work as needed
- Must be available and have required documents for domestic and international travel

Education & Work Experience:

- Bachelor's degree (or equivalent work experience)
- Minimum 3 years of professional experience, preferably in executive support, event production, PR, marketing, or non-profit programming
- Experience working independently and without supervision
- Commitment to public service, volunteering, or cause-oriented work

Compensation & Benefits:

- Salary range is \$75,000-\$80,000 per year, depending on qualifications and experience.
- DKMS offers a robust benefits packages, including paid time off (23 days), paid holidays, and parental leave, as well as 401(k) matching program and insurance coverage for health, vision, and dental.

To apply, submit your cover letter and resume to hr@dkms.org.