



## **LEADERSHIP PROFILE**

**Administrative Associate  
BoardWalk Consulting**

**Atlanta, GA**

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Finding leaders that matter for missions that matter.®

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# The Opportunity

[BoardWalk Consulting](#) is a national executive search firm focused exclusively on the leadership needs of foundations and nonprofits. *Finding leaders that matter for missions that matter®* is not just part of what we do; it is *all* we do.

Since our founding in 2002, BoardWalk has been privileged to conduct hundreds of leadership searches for clients in at least 34 states and a few other countries, and we have recruited candidates from all 50 states and beyond. Three quarters of our searches are for the client's Chief Executive Officer or Executive Director.

For example, we recruited the current CEOs of such prestigious national nonprofits as the [Anti-Defamation League](#) (New York), [Common Cause](#) (Washington, DC), [The Carter Center](#) (Atlanta), [The Leadership Conference on Civil and Human Rights](#) (Washington, DC), [Sierra Club](#) (Oakland, CA), [Southern Environmental Law Center](#) (Charlottesville), and [Unbound](#) (Kansas City).

Among our 50 foundation CEO searches are ones recently completed for [The Alaska Community Foundation](#) (Anchorage, AK), [The Asia Foundation](#) (San Francisco), [Central New York Community Foundation](#) (Syracuse, NY), [James S. McDonnell Foundation](#) (St. Louis) and [St. Louis Community Foundation](#).

CEO clients in Atlanta, home to most of our team, include [Big Brothers Big Sisters of Metro Atlanta](#), [Bobby Dodd Institute \(BDI\)](#), [CDC Foundation](#), [Community Foundation for Greater Atlanta](#), [Covenant House Georgia](#), [Goodwill of North Georgia](#), [Russell Innovation Center for Entrepreneurs \(RICE\)](#), [WABE](#) and scores more.

We appeal to such a diverse and eclectic client base in part because of our own deeply entrenched respect for diversity. This has been true



*Photos in this document are from Leadership Profiles prepared for recent clients.*

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of our own team from the very beginning, and it is true for the candidate slates we develop for clients.

We now seek an Administrative Associate to join our team to help support and promote our fast-paced, dynamic business. The target start date is June 15, 2024.

The ideal candidate will be a motivated individual, experienced in providing the full range of administrative support services. Experience leveraging social media, proficiency in writing and editing, and a demonstrated commitment to quality execution are essential traits. Experience with professional services firms and a demonstrated affinity for nonprofits and their missions would be highly prized.

Client communication, both written and verbal, is central to our work. Thus, excellent communication and administrative skills are a must.

The Administrative Associate must work independently and proactively and be both flexible and well-organized. Someone who enjoys the administrative challenges of supporting a focused team of diverse people and clients would find this work engaging and rewarding.

## The Work

BoardWalk Consulting has a client-centric, collegial environment. Our competitive spirit is undergirded by a fundamental commitment to collaboration; newcomers to the team often remark at the near-total absence of politics in the firm. (That is likely one reason we were named one of Atlanta Business Chronicle's Best Places to Work in metro Atlanta in 2023.)

Ours is a roll-up-the-sleeves, hands-on environment. We exist to serve our clients and help further their mission by being both creative and tenacious in pursuit of exceptional leaders for exceptional clients.

The Administrative Associate will be an integral part of our service team. The best candidates will combine a sense of urgency and attention to detail with a genuine passion for client-focused work that contributes to enhanced lives and thriving communities.

Duties include:

- Preparing and organizing search-related documentation
- Assisting as appropriate in designing, crafting, editing and proofreading presentations for content, context, accuracy, and consistency
- Updating our extensive database of people, projects, and organizations, helping to ensure information is captured and deployed in a timely and consistent manner
- Managing logistics for client meetings, candidate interviews and other firm commitments
- Preparing information packets using such tools as Microsoft Office 365, Zoom, Adobe Pro, Doodle, Survey Monkey, and others yet to be leveraged
- Problem-solving as requested across all areas of BoardWalk Consulting
- Assisting with special events, projects, and other duties as assigned
- Backing up the Administrative Director as needed

## The Candidate

The ideal candidate will have...

- A bright spirit
- A passion for administrative, client-focused work in a collegial but demanding professional environment



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The ideal candidate will have a personal commitment to and understanding of the complex issues of race, gender, equity, and inclusion.



- A collaborative, team-oriented approach, developed over at least seven years of professional experience and responsibility
- A strong sense of curiosity and a penchant for learning
- An aptitude for entrepreneurial environments
- Flexibility and adaptability in pursuit of compelling solutions
- A personal commitment to and understanding of the complex issues of race, gender, equity, and inclusion
- The proven ability to work both remotely collaboratively, handling administrative duties with minimal supervision.

Experience supporting customized recruitment efforts and their attendant processes would be highly additive. Crucial to success is interacting collegially and professionally with our team and clients while presenting a positive, can-do approach of a proactive, resourceful, efficient, and respectful colleague.

## The Location

BoardWalk Consulting is a virtual company. Many of our staff are in Atlanta, but we also have colleagues based elsewhere, from Rhode Island to Florida. We are open to our new Administrative Associate being based in another location, but Atlanta is our clear preference.

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To be considered, please send a resume and cover letter to [Associate@BoardWalkConsulting.com](mailto:Associate@BoardWalkConsulting.com).

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