

Executive Assistant to the CEO & Board Relations Manager

Coolidge National Medal of Honor Heritage Center

Chattanooga, TN

Full-Time | In-Person

About the National Medal of Honor Heritage Center

The National Medal of Honor Heritage Center preserves the legacy of the Medal of Honor and shares the stories of extraordinary Americans whose courage and sacrifice represent the highest values of our nation. Located in downtown Chattanooga, adjacent to the Tennessee Aquarium, the Heritage Center serves as a national destination and a vital cultural institution for the region.

As the organization continues to grow and evolve, we are seeking a highly organized, detail-oriented professional to support the Heritage Center's President & CEO and manage all aspects of board relations and governance coordination.

Position Overview

The Executive Assistant to the President & CEO & Board Relations Manager serves as a trusted partner to the President & CEO and plays a central role in ensuring the smooth functioning of executive leadership and the Board of Directors. This role is responsible for executive support, board coordination, and governance-related administration, requiring exceptional discretion, organization, and follow-through.

Reporting directly to the President & CEO, this is a **full-time, in-person role** based in downtown Chattanooga.

Key Responsibilities

Executive Support to the President & CEO

- Manage the CEO's calendar, scheduling, and meeting logistics
- Prepare briefing materials, agendas, and background documents for meetings
- Track priorities, action items, and follow-up to ensure commitments are met
- Serve as a primary point of coordination between the CEO and internal teams
- Handle sensitive and confidential information with discretion and professionalism

Board Relations & Governance Coordination

- Serve as the primary point of contact for the Board of Directors on logistical and administrative matters
- Coordinate all board and committee meetings, including scheduling, agendas, materials, and meeting logistics
- Prepare and distribute board packets and supporting documentation
- Record, prepare, and maintain accurate meeting minutes and official records
- Track board terms, committee assignments, attendance, and governance requirements
- Support onboarding and orientation of new board members

Communication & Documentation

- Draft and coordinate board communications on behalf of the CEO
- Maintain organized records of board materials, resolutions, and governance documents
- Ensure timely and consistent communication between leadership and the board

Cross-Functional Coordination

- Work closely with internal leadership to gather materials and updates for board reporting
- Support preparation for executive presentations, reports, and key meetings
- Assist with special projects as assigned by the CEO

Administrative & Compliance Support

- Support governance compliance requirements and documentation
- Coordinate with external partners (legal, governance advisors) as needed
- Maintain high standards of organization, accuracy, and professionalism across all executive and board-related activities

Qualifications

Required:

- 4–7 years of experience in an executive assistant, board relations, or governance support role

- Experience supporting senior leadership and working with boards of directors
- Exceptional organizational skills and attention to detail
- Strong written and verbal communication skills
- High level of discretion and professionalism

Preferred:

- Experience in nonprofit, museum, or mission-driven organizations
- Familiarity with nonprofit governance practices and board operations
- Experience managing complex calendars and executive workflows

Work Environment & Growth Opportunity

- Full-time, **in-person role** based in downtown Chattanooga
- Occasional evening availability for board meetings or special events
- Opportunity to grow in responsibility as the organization continues to evolve
- Direct exposure to executive leadership and governance at a national institution

Why Join the National Medal of Honor Heritage Center

This is a highly trusted role within a respected, mission-driven organization. The Executive Assistant & Board Relations Manager will work closely with the President & CEO and Board of Directors, contributing directly to the effectiveness, professionalism, and long-term success of the Heritage Center.

Salary range for this position is \$45,000 - \$55,000.

Please send cover letter and resume to Tom Mundell at tom@MOHHC.org.