*Small Magic is seeking a sharp, trustworthy operator to power up our Executive Director. The* **Executive Assistant to the Executive Director** *will own the ED's calendar, communications, and day-to-day operational flow, freeing the ED to focus on the highest-leverage work of building a best-in-class early learning ecosystem for Birmingham's youngest children.*

**KEY DETAILS**

**Reports to:** Executive Director
**Works with:** Small Magic staff, board of directors, and donors
**Location:** Birmingham-based; hybrid, with a meaningful in-person presence
**Scope:** Full time (~40 hrs/wk) or part time (~25 hrs/wk)
**Compensation range:** $67,000–$77,500 annually, prorated for part-time configurations

**WHO WE ARE**

Small Magic is a Birmingham-based organization focused on one goal: ensuring children under five are ready for kindergarten and a life of opportunity. We work alongside civic leaders and partners to strengthen the systems that support early learning across our city, from direct-service program delivery to broader ecosystem work.

We are entering a defining chapter. With significant new public and private investments committed, Small Magic is scaling rapidly — and the stakes are real. As the organization grows, so does the demand on our Executive Director's time and attention. We're looking for an exceptional Executive Assistant who can bring order to that complexity, exercise sharp judgment about what to prioritize, and become a person the ED genuinely relies on to make the whole executive function stronger.

**HOW THIS ROLE WORKS**

We're intentionally building this role to flex with the right person. The core responsibilities are scoped at 25 hours a week and cover calendar, inbox, work management, meeting preparation, travel, expenses, and minor personal logistics. If a candidate is interested in a full-time configuration, we would add office management and select External Affairs support, such as event vendor coordination and donor stewardship. We're open to either configuration depending on candidate fit.

This is hybrid with a meaningful in-person presence: 2-3 times a week in the 25-hour configuration, more in the 40-hour. We are deeply committed to flexibility and expect to work around things like sick days, appliance repair windows, childcare logistics, and the occasional heads-down morning at home. We also want to be clear that this is not a remote-first arrangement with only occasional in-office time; the relational and

operational rhythm of this role depends on real in-person presence.

**WHAT YOU'LL DO**

The Executive Assistant is responsible for protecting and prioritizing the Executive Director's time so the ED can lead at the level the organization needs. The person in this role will:

**Protect the ED's time and attention |** You manage a fast-moving schedule across board members, funders, civic leaders, and staff and serve as the single point of contact when anyone, internal or external, wants the ED's time. You don't just book meetings; you make judgment calls about what deserves the ED's attention, flag conflicts before they happen, and protect space for focused work.

**Keep the ED prepared, not scrambling |** You assemble briefing materials, agendas, and talking points ahead of every external meeting so the ED walks in ready. You track commitments the ED has made to others and follow up so they get done.

**Be the trusted first point of contact |** You represent the ED's tone and judgment in correspondence with board members, partners, and funders. People should feel well taken care of the moment they reach out, even when it's you, not the ED, on the other end.

**Run the logistics that make everything else possible |** You coordinate travel, board meetings, offsites, and events with an eye for detail and a calm head when plans change at the last minute.

**Build smarter systems as we scale |** As Small Magic grows, you spot where ad hoc processes are creaking and put lightweight systems in place — for scheduling, document management, and follow-through. You actively look for places AI and other tools can take routine work off our plates without sacrificing care or judgment.

**Support Small Magic's growth |** Provide support to the External Affairs function, particularly in areas that intersect with the Executive Director's donor, board, and external relationship work. Tasks include maintaining accurate records, processing donation acknowledgements, and providing logistical support for external events.

If you were in the role today, you might be:

- Rebuilding the ED's weekly calendar template so deep-work time survives a busy fundraising season
- Coordinating travel and logistics for a multi-stop funder visit to Birmingham
- Drafting a follow-up email in the ED's voice after a partner meeting
- Catching that two commitments were double-booked (and proposing a fix before anyone notices)

- Setting up an AI workflow that handles a first pass on routine inbound, so the ED spends her time on the messages that actually need her

**WHO YOU ARE**

We'll evaluate candidates for this role based on demonstrated strength in the areas below:

**Judgment and prioritization |** You distinguish truly urgent from merely loud. You see what the ED will need before she names it, hold lines on her deep-work time without becoming rigid, and stay steady when plans change at the last minute.

**Attention to detail and follow-through |** Details don't slip past you. You track every commitment and deadline with near-zero slippage, close loops without being reminded, and do what you said you'd do, flagging early when something needs to shift.

**Discretion and trustworthiness |** You routinely handle sensitive, confidential information (donor, board, personnel, personal) with absolute care. People can trust you with things they wouldn't share lightly.

**Strong written communication |** You write clearly and concisely. You can adapt register and tone for board members, funders, civic leaders, staff, and external partners — and you pick up on someone else's voice quickly and draft confidently in it.

**Tech curiosity and optimization instinct |** You approach technology (including AI) as a force for making work better. You may or may not arrive with deep AI experience. What matters is that you're genuinely curious, eager to experiment, and quick to ask "is there a smarter way to do this?"

**Warmth with backbone |** You take real satisfaction in making a senior leader more effective. You represent Small Magic with kindness and hospitality at every touchpoint, and you can hold a line, say no, or push back when the moment calls for it.

While not a requirement for application, we strongly prefer candidates who have past experiences that have past experience supporting a senior executive, founder, or organizational leader within a fast-growing or scaling organization.

**WHAT ELSE YOU SHOULD KNOW**

Small Magic is committed to building a team that reflects the diversity and strength of the community we serve. We encourage applications from people and communities most impacted by inequity. Employment decisions are made without regard to race, gender, sexual orientation, religion, age, disability, or any other protected characteristic.

The compensation range for this role is $67,000–$77,500 annually, prorated for part-time configurations, commensurate with demonstrated competency and prior experience. Benefits include a flexible work environment, retirement matching (up to 5% after three

months), paid time off (approximately 30 days), professional development funds, and a work-issued laptop. The full-time configuration also offers premium health, dental, and vision insurance.

**HOW TO APPLY**

Applications through the form located at smallmagic.org/careers are strongly preferred. If you don't have access to a Google account, you may send your application materials to hi@smallmagic.org.