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CAREER OPPORTUNITY

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Application Deadline:
Open Until Filled

Executive Assistant/Office Manager

Missouri Development Finance Board (MDFB)
Missouri's Innovative Financing Resource

DESIRED LOCATION: Governor's Office Building, 200 Madison Street, Suite 100, Jefferson City, Missouri 65102
(Flexibility on work location, including possible hybrid or remote work options)

SALARY: \$40,000 - \$45,000 (commensurate with qualifications)

REPORTS TO: MDFB Executive Director

The Missouri Development Finance Board (MDFB) is a separate and distinct corporate body working closely with the Department of Economic Development, the Executive Branch, and other agencies to assist with infrastructure and economic development projects. Originally created in 1982 as the Industrial Development Board, the organization has evolved to provide a diverse array of financing programs and resources that have supported key initiatives and significant and impactful projects across the state.

What you will do:

The Executive Assistant/Office Manager position is responsible for supporting the Chair, members of the Board, and Executive Director. These functions include drafting written correspondence, maintaining minutes for meetings and all organizational records, and general communication with external partners, vendors, and members of the public.

The position consists of performing technical business management and support service duties of advanced difficulty and complexity. Work normally requires independent judgment, reasoning, and critical thinking skills. This team player will have the opportunity to work with all team members to further project specific work as necessary. Primary duties include:

- Assist twelve appointed board members along with a staff team of five with all administrative duties and manage day-to-day operations of the office
- Arrange and coordinate all aspects of monthly Board meetings and annual Board retreats
- Develop detailed minutes and maintain recordkeeping of Board meetings and activities to include working with legal counsel and staff to track the approval and flow of documents and necessary agreements
- Maintain required reporting, tracking, and project files in accordance with records management and retention policies
- Coordinate communication with the public, other state agencies, and organizations to ensure required reporting, notices, and disclosures are filed in timely manner
- Update website content and forms as necessary with guidance of technology providers

What we are looking for:

- A team player who is detail-oriented and highly organized, with the following attributes:
 - Excellent written and oral communications skills with a high degree of organization - Emphasis placed on the ability to edit and proofread material for accuracy
 - Adaptability and flexibility to a dynamic team environment
 - Advanced knowledge of Microsoft Office Suite, modern office practices, procedures and equipment.
 - Skills in document layout and assembly, Adobe Pro or other
 - Ability to demonstrate regular and reliable attendance
 - Ability to take on other duties as assigned

Minimum Experience and Training Qualifications:

Bachelor of Arts in English preferred or three to five years with increasing responsibility, in a detail oriented position. Experience with complex and client specific documentation is desired. Previous work with the public sector and nonprofit organizations is beneficial. Commissioned as a notary public or ability to obtain one within the first three months of employment.

More reasons to love this position:

The Board provides a comprehensive suite of benefits including generous leave policies, comprehensive insurance, and participation with state employment retirement plans.

Learn more about the Missouri Development Finance Board by going to www.mdfb.org

Additional questions about the position can be directed to mark.stombaugh.mdfb@ded.mo.gov or 573-751-8479