

## **Senior Administrator**

### **Position Summary**

Farmer Mac is growing and needs an adaptable individual to support Farmer Mac's senior management. As an implementer, the Senior Administrator will provide seamless management of day-to-day workflow and prioritization of various projects. The position will also ensure streamlined coordination and execution of senior management meetings, as well as departmental and enterprise-related activities based on the priorities of the senior management. The Senior Administrator must demonstrate strong written and verbal communication skills and an ability to learn and understand the fundamental aspects of each leader's functional area of responsibility. The position will coordinate business administration among the leader, his/her team, and the enterprise.

Suitable candidates must be professional with a positive attitude and able to balance competing priorities with various deadlines in a high-stress environment. Equally important is the ability to work in tandem with the Chief of Staff to develop and execute upon senior leadership and facilities priorities.

### **The People You Will Work With**

The Senior Administrator will report to the Chief of Staff and support the Chief Executive Officer, Chief Business Officer, Chief Financial Officer, Chief Credit Officer, SVP – Rural Infrastructure, and Board of Directors. The position will also frequently engage with office management staff including the Administrative Associate and Receptionist.

### **Where and When You Will Work**

The position will be based in Farmer Mac's headquarters located at 1999 K Street NW, Washington, DC. Core business hours are Monday through Friday 8:30 am to 5:30 p.m. eastern time. Work outside of these times may be required for planned and unplanned activities to complete time-sensitive projects or to attend off-site meetings or events. Periodic travel is expected of this position.

## **Primary Responsibilities and Duties**

### **Meeting, Phone, and Calendar Management**

- Work closely with Farmer Mac’s senior management team to oversee individual calendars and meeting logistics
- Screen and direct phone calls and distribute correspondence.
- Perform background research on meeting attendees as needed
- Facilitate administrative management of Farmer Mac’s Strategic Plan accountability report via Asana and Power Bi
- Develop and maintain the “Industry Events” calendar as it relates to the senior managements travel schedule

### **Office Management**

- Manage all facilities related invoices and expenses
- Lead space management initiatives (i.e., office expansions, buildouts, etc.)

### **Logistics Management**

- Coordinate all senior management travel logistics including but not limited to airline, car, hotel, and meal reservations; conference logistics via Concur
- Coordinate logistics and lead post-event activities for all-employee meetings and Board of Director meetings, dinners and activities (in Washington, DC, and for offsite meetings)
- Manage all senior management invoices and expenses via Concur

### **Facilitate and Lead Special Projects**

- Scope, plan, and execute impromptu projects
- Recommend special projects that will facilitate senior management initiatives
- Other duties as assigned or initiated

## **Desired Skills and Qualifications**

- Proven interpersonal skills with experience providing complex administrative support in a high-profile environment with tact and diplomacy
- Demonstrated ability to be discrete and manage confidential information
- Excellent verbal and written communications skills
- Outstanding organizational and time-management skills
- Experience managing budgets
- Ability to work across teams and with a variety of projects and constituencies

- Excellent Microsoft Office knowledge (particularly Outlook)
- Familiarity with expense management systems (i.e., Concur)

**Education and Experience**

- Minimum 10 years' experience as an administrative, executive, or personal assistant, office administrator or similar role required
- Bachelor's degree in business, office administration, or similar area of study strongly preferred

## **About Us**

At Farmer Mac, everything we do is inspired by our mission, our promise and our values. We are a diverse group of talented, engaged, and passionate individuals who are committed to bringing vitality to rural America through innovation, collaboration, and excellence. This team embodies these principles that have guided Farmer Mac since its inception and help us to serve as a champion for rural America. Candidates for this position must share the same appreciation for rural America and should want to devote a career to serving those who help set the global standard in agriculture and rural utilities while advancing the livelihood of rural communities.

## **Farmer Mac's Mission**

Farmer Mac is committed to help build a strong and vital rural America by increasing the availability and affordability of credit for the benefit of American agriculture and rural communities.

## **Farmer Mac's Promise**

To build a strong and vital rural America through innovation, collaboration, and excellence.

## **Farmer Mac's Core Values**

Stewardship

Unparalleled Service

Innovative Thinking

Collegial Collaboration

Unrelenting Excellence

Absolute Integrity

Passion for Rural America

One Farmer Mac

### **Farmer Mac is an equal opportunity employer.**

NO EMPLOYEE OR JOB APPLICANT WILL BE DENIED OPPORTUNITIES OR BENEFITS AT FARMER MAC BASED ON RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, VETERAN STATUS, CITIZENSHIP STATUS, GENETIC INFORMATION, OR ANY OTHER BASIS PROHIBITED BY APPLICABLE LAW.