

Executive Assistant to Founding Partner, Tampa, FL (onsite, full-time, direct-hire)

We are seeking a highly skilled and strategic **Executive Assistant** to support a **Founding Partner** in our Tampa office. This is a key role within the firm, requiring a proactive, detail-oriented, and polished professional who thrives in a fast-paced, high-performance environment.

The ideal candidate has experience supporting senior executives—preferably in **venture capital, private equity, or financial services**—and demonstrates strong organizational skills, sound judgment, and the ability to anticipate needs and act independently. This role requires both strategic thinking and flawless execution.

Key Responsibilities

- Provide high-level administrative support to a Founding Partner, including **complex calendar management**, internal and external meeting coordination, and prioritization of competing demands.
- Act as a **true right hand**—proactively anticipating needs, identifying solutions, and managing issues before they arise.
- Arrange **comprehensive domestic and occasional international travel**, including detailed itineraries and logistics.
- Serve as a **firm ambassador**, fostering positive relationships with internal teams, external partners, portfolio company CEOs, and other stakeholders.
- Coordinate **high-level meetings, conference calls, and video conferences**, ensuring all materials and logistics are prepared.
- Process and submit **accurate expense reports** in a timely manner.
- Lead or assist in the coordination of **firm events**, including venue booking, invitations, and catering.
- Support select **marketing and communications initiatives**, such as presentation materials or branded content.
- Handle **multiple projects simultaneously**, ensuring deadlines are met and priorities are managed effectively.

Qualifications and Skills

- **5+ years** of executive-level support, **preferably in finance, private equity, venture capital, or related industries**.
- Proven ability to support **C-level executives or Managing/Founding Partners**.

- Exceptionally **organized**, with outstanding attention to detail and follow-through.
- Highly **professional and discreet**, with a polished demeanor and strong interpersonal skills.
- Strong **calendar, travel planning, and time management** skills.
- Proficient in **Microsoft Office Suite** (Word, Excel, Outlook, PowerPoint); able to create high-quality presentation decks.
- **Tech-savvy**, resourceful, and comfortable adopting new tools or systems.
- Excellent **written and verbal communication** skills.
- Bachelor's degree **preferred**.

What You Bring

- A "**no task too small**" mindset, combined with the confidence to act as a strategic partner.
- A natural ability to stay **calm under pressure**, pivot when priorities shift, and maintain poise at all times.
- A high level of **professionalism, confidentiality, and emotional intelligence**.
- A collaborative spirit and commitment to being part of a **tight-knit, high-performing team**.

Competitive salary based on experience, skills and education plus healthcare benefits, 401K with match, discretionary bonus potential and equity carry!