



Executive Business Partner

We're looking for an experienced Executive Business Partner to join our team in Camden, Maine.

Brimstone is a dynamic management consulting firm that works with senior leaders to help them transform themselves, their organizations, and their businesses. Our clients are global and range from large, well-known companies to fast-moving start-ups that are making a name for themselves.

This is an opportunity to work with a successful, fast paced, adventurous entrepreneur – and the organization we have built around him.

Your primary focus will be to protect his time, financial interests, image/brand, and multiply his effectiveness. Success here will not happen simply by doing what you're told. You will need to know the desired outcomes, prioritize your time and projects – and make your own decisions as to how to best accomplish our goals.

From the inner workings of business operations, social soirees, business negotiations, and business travel — to handling and owning the challenging moments and tasks that a successful business is built on, you'll get to experience it all firsthand. With a close relationship, you'll learn his personality and voice and ultimately manage the majority of his day to day activities, scheduling, correspondence, project management, research, and travel – among other activities.

If you want to clock in and clock out of your job – this isn't for you. Expect after hours and weekend calls from time to time. Life doesn't stop when the workday does – we often work until our work is done, not just until the clock runs out. If you want to understand and be involved in business at a level that most never do – this role is for you.

We are looking for someone who isn't put off by uncertainty. Someone who can take an unclear assignment and figure out, within certain boundaries, how to make it work. Someone who can handle tasks that are *sketched out* instead of being *engineered out* (*that is, with the necessary steps laid out clearly in advance*). Most of the time, the direction you'll get will be something like *"Here's what I'm trying to accomplish. Here are a couple of variables at play. Here are some things you might want to take under consideration. You figure the rest out."*

We are looking for someone who is highly autonomous and can be successful by just understanding the context of the requests for help that you get. Someone who can use a base amount of information to help them make good decisions on our Managing Founder's behalf. Someone who can understand and work within our Managing Founders' expectations and preferences.

Strong organizational skills, interpersonal savvy, honesty, integrity, great communication skills, technical competence are imperative qualities for this position – but there's nothing in this world that can replace dedication, hard work and follow through.

The primary responsibilities of the Executive Business Partner role include:

- Understand the Managing Founder's short- and long-term priorities and help him balance in accomplishing both.
- Keep the Managing Founder organized and on-track by preparing, alerting, and time-managing daily, weekly, and longer-term commitments.



- Proactively prioritize a constant flow of schedule changes, re-calendaring on a continuous basis and coordinating with other Managing Director's assistants.
- Interact and communicate with a variety of key contacts at client organizations, including C-suite level senior executives and their assistants.
- Once travel is appropriate, arrange and manage travel for the Managing Founder – coordinate all related details and optimize Managing Founder's time when traveling (e.g., make recommendations about others that the Managing Founder could meet with on the trip).
- Once the office re-opens, manage Brimstone's main office.
- Draft and edit documents in Word, PowerPoint, Excel; transcribe and edit notes, voice memos, text messages, and other content.
- Prepare decks for clients and business development
- Manage Managing Founder's business development opportunities.
- Support meetings and client delivery on Zoom, WebEx, and Teams
- Help orchestrate logistics, venues, and other details for internal staff meetings and events.
- Collaborate as a key member of Brimstone's Operations Team.

Capabilities:

- Highly-developed communications skills (written/verbal), emotional intelligence, and interpersonal savvy
- Tact, diplomacy, and perseverance
- Organizational and political agility
- Strong negotiation, collaboration, and teamwork skills
- Unquestionable personal code of ethics, integrity, diversity and trust
- Able to successfully navigate within varying degrees of ambiguity in a fast-paced environment
- Comfort exercising discretion and protecting confidential information
- Comfortable with change. Able to pivot quickly
- Experience and comfort working with leaders and individuals at all levels of organizations and from all parts of the world
- Organized, detailed, and structured – but also flexible

Qualifications:

- Excellent skills with Microsoft 365 -- Outlook, Excel, PowerPoint, Word, SharePoint, Teams
- Familiar with HubSpot
- Excellent Zoom and WebEx skills
- Excellent written and verbal communication skills
- 3-5 years relevant professional experience

The Brimstone Community – employees, contractors, and other partners located across the U.S. –operates with the highest levels of service, excellence, integrity, partnership, and inclusiveness. The work we do requires speed, flexibility, maturity, and personal commitment. We have high expectations of ourselves, one another, and our clients – and we hold ourselves accountable to these expectations.

We're unlike other companies in many ways. We don't have much hierarchy, strict policies and procedures, and we all "pitch in" on whatever work needs to be done. Roles and responsibilities are broad, sometimes overlapping, and we work hard to keep bureaucracy at bay. People at



Brimstone develop deep personal relationships that last for a long time -- with one another, with our broader community, and with our clients.

We believe that all of this – and more – is what makes Brimstone extraordinary. If this sounds like the right place for you, please submit your brief cover letter and your resume .

Disclaimer: This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

Brimstone offers a total compensation package including competitive salary, 401(k) program, Medical, Dental, Vision, and Life Insurance benefits. Our employees also receive generous paid vacation days, company holidays, personal /sick days and family leave.