**Executive Assistant**

**Primary Responsibility:** The Executive Assist provides high-level support to the Executive Director and the Catholic Education Advancement leadership team.

**Direct Supervisor:** Executive Director of Inner-City Scholarship Fund

**Responsibilities: Responsibilities:**

* Provide administrative support to the Executive Director
* Manage phone calls, correspondence, calendar and expense reports
* Assist with portfolio management to keep records and reports of outreach
* Coordinate dates, attendance related to Board/Committee meetings.
* Assist with preparation, distribution of Trustee related materials.
* Provide support and staffing to the Board of Trustees as needed
* Maintain materials to onboard new Trustees
* Prepare written correspondence at the direction of the Executive Director, including thank you notes, fundraising solicitations, congratulatory letters, responses to donor inquiries and school related correspondence
* Provide support to Executive Director and Chief of Staff on Human Resources related matters such as communications, scheduling, completion of required forms and onboarding new staff
* Assist with special events and projects as needed

**Performance Standards:**

* Communicate effectively and professionally with internal and external constituents
* Handle sensitive material confidentially
* Ensure timely, courteous, and accurate communications with Board members and all other volunteers
* Keep accurate database and filing systems
* Ensure correspondence is completed in a timely manner and sent with appropriate information

**Position Requirements:**

* Bachelor’s Degree. 2+ years of experience in a similar role, non-profit development office preferred
* Excellent writing and communications skills
* Interest in fundraising and development
* Ability to work independently and as part of a team
* Detailed, organized, and priority-oriented
* Ability to work with volunteers, committees, and senior staff
* Familiarity with web research
* Proficient in Microsoft Word and Excel; Raiser’s Edge and PowerPoint a plus

**Personal Characteristics:**

* Intelligent, articulate, and highly motivated self-starter with strong inter-personal and communication skills
* Ability to relate effectively with upper management, peers and others
* Ability to carry out multiple and diverse tasks concurrently
* Initiative to constantly seek ways to improve department results