**POSITION DESCRIPTION**

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| **POSITION TITLE:**  | Executive Assistant | **DATE:**  | September 2022 |
| **DEPARTMENT:**  | Advancement  | **APPROVED BY:**  |  |
| **REPORTS TO:**  | VP for Advancement | **CLASSIFICATION:**  | Exempt  |
| **WORK SCHEDULE**  | This regular full-time position works year around (12 months). The work is performed on campus. ­The nature of the duties may require occasional night and/or weekend events/work which may lengthen or shorten each workday individually. Post Covid-19, in support of the students and faculty, all positions at have returned to in person work, therefore no hybrid or remote work is available. The school has a mandatory Covid-19 Vaccination Policy and all new employees must submit proof of their Covid-19 vaccination and booster vaccine at the time their employment commences.  |

**Position Summary**

Reporting to the Vice President for Advancement, the Executive Assistant will provide executive-level administrative and special project support for the VP and the Office of Advancement.  The incumbent is expected to:

* Manage complex calendars, including scheduling meetings and travel
* Read, research and route inbox correspondences, and support executive communications
* Work closely with the Executive Assistant in the Office of the President to ensure consistent messaging and executive level support throughout the Advancement department
* Collaboratively develop and prepare fundraising event and department materials
* Track commitments for the VP for Advancement helping to see them through to completion
* Assist with managing expenses and reimbursements
* Other project coordination as assigned

A successful Executive Assistant will be self-motivated, detail-oriented, resourceful and coachable. You will thrive working in a multi-faceted, challenging, and high-impact environment. You must possess the ability to complete high volumes of tasks with minimal guidance or supervision and deadline sensitivity and possess the decorum to navigate sensitive situations with ease.

**Essential Functions:**

Duties and Responsibilities include, but are not limited to:

**Executive support (65%)**

* Represents the VP for Advancement in a positive way within the school as well as with individuals and organizations who have deep connections with the Loyola. These individuals and groups may include employees, alumni, benefactors, board and committee members.
* Regularly corresponds and coordinates with stakeholders, and frequently on behalf of the VP for Advancement.
* Provides sophisticated calendar management for the VP for Advancement and the department. Organizes and schedules meetings, conferences, and travel. Coordinates complex schedules and logistics, plans for preparation, and debriefs, tracks delegated assignments, monitors deadlines, and diligently manages their time. Some activities might require the attendance or participation of the Executive Assistant to take and distribute notes.
* Prepares the VP for Advancement with all necessary materials in advance of all meetings, events, and presentations.
* Drafts and/or sends correspondences on behalf of the VP for Advancement ensuring that all incoming requests receive a personal reply or are directed to the proper persons/departments
* Composes and/or transcribes general correspondence
* May assist with preparation and processes for office expense reports and reimbursements
* At the direction of the VP the Executive Assistant may be responsible to serves as a point person for questions and requests of the VP
* Recommends new approaches, procedures and processes to effect continual improvements in efficiency in the Advancement Office.
* Liaises with the Executive Assistant for the President’s Office on matters that need immediate attentio, and may undertake special assignments and projects a
* Other duties as assigned by the VP for Advancement

**Donor Relations (25%)**

* Manages the top relationships, ensuring a regular cadence of outreach and communication. Prompts, coordinates and drafts communications.
* May liaise directly with VIP’s (i.e. donors, benefactors, foundations and Alumni) to make appointments and coordinates calendars on behalf of the VP.
* Gathers and shares insights to support the VP regarding donor engagement, working closely with the database of record and the Data Analyst Prospect Manager.
* Reviews donor activity in the database of record, reporting inaccuracies to the VP.
* Supports gift officers on bespoke donor stewardship on behalf of the VP.
* Supports fundraising special events, by attendance as well as organizing, planning and executing.

**Department Support (10%)**

* Regularly convenes the advancement administrative team to provide support, work-sharing and cross-training when appropriate.
* Maintains cohesive and collaborative working relationships with staff, faculty and administration at all levels of the organization.
* May occasionally undertake special assignments for, and provide support to the President’s Office at the request of the Executive Assistant for the President’s Office, keeping the VP apprised of all special assignments and activities that may require coordination between the two executive offices.

**EDUCATION AND EXPERIENCE**

**Required:**

* Bachelor’s Degree plus 3-5 years of experience supporting executives
* 7 years of relevant experience in a visible senior administrative assistant role
* Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint), Google for Educators including gmail, google-docs, google-sheets etc.
* Demonstrated ability to handle sensitive and confidential information; exercise discretion
* Ability and willingness to work various school related events, including some evenings and weekends, as needed.
* Demonstrates commitment to a diverse and inclusive work environment.

**Preferred:**

* Prior experience working in a fund-raising or nonprofit environment.
* Prior experience with a Board of Directors.
* Prior experience in Raiser’s edge.
* Genuine interest in fundraising related activities

**Skill Competencies the Executive Assistant must possess**:

* **Innovative and Visionary** - Demonstrated resourcefulness and ability to take initiative to do whatever is needed with a positive attitude. No task is too big or too small—does what needs to get done. Solves problems and makes informed and sound decisions independently.
* **Organized and Detailed** - Meticulous about the small things. Skilled at balancing competing priorities. Demonstrated ability to anticipate, track and prioritize tasks and deadlines with relative ease. Takes responsibility.
* **Resilient** - Adaptable to urgent or emergent needs or changing priorities. Demonstrated ability to remain professional, responsive and unflappable in the face of adversity. Coachable and willing to follow directions.  Regularly seeks feedback on performance and areas for growth. Growth-mind-set approach.
* **Collaborative** - Works with and through others to get things done.   Shares and sources information. Total team player.
* **Communicative** - Demonstrated ability to communicate—verbally and in writing—professionally, tactfully and efficiently. Exercises sound judgement in all communication, especially when representing or communicating on behalf of executives.

*This list of duties and responsibilities are considered essential functions but are not intended to be an exhaustive list of all duties to be performed. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently.*

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| I have received a copy of this job description and believe that I possess the skills and abilities sufficient to be successful in this role. I have been informed that my work performance will be evaluated periodically based upon the above duties and responsibilities. It is my responsibility to request additional assistance, training or accommodation from my manager in the event I am unable to complete the duties and responsibilities above. Printed Name Employee Signature Date |