



Mission Statement

"Sacred Heart-Griffin is a Catholic, Dominican college preparatory high school that welcomes a diverse population to pursue academic excellence within the Dominican values of study, prayer, service and community."

Executive Assistant to the President and Alumni Coordinator

Type of Employment: Full-time

Job Summary:

The Executive Assistant to the President provides high level administrative support to the President of Sacred Heart-Griffin and to the Advancement Team. This role involves managing complex schedules, coordinating meetings and events, handling confidential information, and assisting with various administrative tasks to ensure the efficient operation of the Advancement office. Additionally, this position provides support for alumni relations.

Responsibilities:

1. Communication and Correspondence:

- Screen and manage phone calls, emails and other forms of communication
- Draft and edit documents, reports, and presentations

2. Administrative Support:

- Handle administrative tasks such as letter/document preparation, filing, and record keeping
- Assist with document management

3. Calendar Management:

- Maintain and organize President's calendar, schedule meetings, and travel arrangements
- Keep master calendar of Advancement activities and events
- Board Meetings- Assist with correspondence, set-up, etc.

4. Project Support:

- Assist with all areas of Advancement, including major events, fundraising efforts, and enrollment management
- Work on the Catholic Schools Appeal, campaign gift entry, and Annual Fund entry

5. Alumni Relations:

- Primary contact with alumni from SHA, CBHS, GHS and SHG
- Promote alumni reunions
- Assist with fundraising efforts involving alumni
- Manage the Alumni Scholarship
- Lead and work with the Young Alumni Association

Qualifications:

- Bachelor's degree or equivalent work experience
- Experience as an administrative assistant
- Proficient in Microsoft Office
- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Desire to work as part of a team
- Passion for Catholic education

Salary/Benefits:

- Salary commensurate with level of education and years of experience
- Dental insurance
- Health insurance
- 401(k) matching
- Flexible spending account
- Life insurance
- Paid time off
- Professional development assistance
- Retirement plan

School Website:

www.shg.org

Job Posting Date: October 16, 2023

How to apply: Interested applicants should send a cover letter and resume to Dr. Bill Moredock, SHG president at moredock@shg.org.