



### **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 Advancement**

Type of Employment: Full-time

#### **Job Summary:**

The Executive Assistant to the President and Advancement 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 executive office.

#### **Responsibilities:**

1. Communication and Correspondence for the President
  - Manage and screen phone calls, emails, and other forms of communication
  - Draft and edit documents, reports, and presentations
  - Maintain and organize the President's calendar & master calendar of Advancement activities & events, schedule meetings, travel arrangements, etc.
2. Administrative Support:
  - Handle administrative tasks such as letter/document preparation, filing, and record-keeping
  - Manage correspondence, set-up, etc. for Board meetings
3. Project Support:
  - Assist with all areas of Advancement, including major events, fundraising efforts, and enrollment management
  - Work on Annual Fund entry, campaign gift entry, Catholic Schools Appeal, etc.
  - Update and maintain database regarding address/contact information and deceased updates
4. Alumni Support:
  - Primary contact with alumni from SHA, CBHS, GHS, and SHG
  - Work with class representatives regarding alumni reunions
  - Assist with fundraising efforts involving alumni
  - Manage the Alumni Scholarship

#### **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:

[shg.org](http://shg.org)

Job Posting Date: January 27, 2024

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