

## **Edison High School Executive Assistant to the President**

### **Job Summary**

The Executive Assistant provides confidential, consistent, and professional support to the President. This role supports the President's efforts to advance Edison High School's fundraising and development, operations, short and long-term goals, and Board relations. This role requires the highest level of professional judgment, discretion, diplomacy, and professional demeanor. Essential skills include superior organizational, writing, and editing skills and an ability to anticipate the needs of the office.

The Executive Assistant to the President understands and supports the mission and core values of Edison High School and takes an active role in the full life of the school.

### **Essential Duties and Responsibilities**

- The Executive Assistant to the President is accessible, approachable, and welcoming and is able to manage confidential situations with discretion, respect, and sensitivity.
- Serves as a liaison for the President with the entire school community.
- Schedules and coordinates the President's calendar and appointments with all internal and external constituents: parents, donors, Board members, business executives, etc.
- Assists in the preparation of meetings and speaking engagements with the creation of presentations, reports, etc.
- Interfaces with and provides support for the Board of Directors, especially the Chair, executive committee, and committee chairs.
- Creates and distributes Board meeting agendas, minutes, and other Board documents.
- Serves as the point-person for all meetings and retreat logistics.
- Screens and directs phone calls for the President. Reviews and prioritizes President's mail.
- Other duties as assigned by the President.

### **Development**

The Executive Assistant provides essential support to advance and optimize the President's development efforts and initiatives.

- Maintains accuracy and integrity of donor database.
- Processes all donations through: gift entry through the thank you letter.
- Creates fundraising reports and other donor database reports as needed.
- Conducts preliminary research on prospective individual donors and foundations.
- Works extensively with confidential information.
- Other duties as assigned by the President.

## **Job Requirements - Minimum Qualifications**

### **Education and Experience**

- Bachelor's degree from an accredited four-year higher education institution.
- Experience in an independent school environment preferred.

### **Knowledge, Skills, and Essential Attributes**

- Superior writing and editing skills. Knowledge of precise English grammar, spelling, and usage.
- Demonstrated skill and experience with donor databases preferably Raiser's Edge.
- Strong and accurate computer skills including Word, Excel, and Google docs.
- Well-developed critical thinking and problems solving skills.
- Detail oriented.
- Superior time management and organizational skills.
- Maintain confidentiality and professionalism in all aspects of the job.
- Demonstrated ability to professionally, respectfully, and effectively communicate and interact with students, parents, staff, and the general public representing a wide variety of ages, ethnic, religious, and racial backgrounds.

### **Certificates and Clearances**

- Criminal Justice Fingerprint and Background Clearance

### **Reporting**

This position reports to the President of Edison High School.

**Salary:** Based on experience

### **Experience:**

- Executive Support: 3-5 years
- Administrative: 3-5 years
- Executive Assistant: 3-5 years

**Job Type:** Full-time

**Please send your cover letter and resume to:**

[chrisc@edisonhs.org](mailto:chrisc@edisonhs.org)