

Position Description

Job Title:	Executive Assistant to the President/CEO	Date:	April 2025
Department:	President's Office	Last Updated:	April 2025
Reports To:	President	Salary Range:	\$65,000 - \$80,000
Status:	X Exempt Non-Exempt X FT PT	Classification:	10 months 11 months X 12 months

POSITION SUMMARY:

Reporting directly to the President and CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the President. The Executive Assistant also serves as a liaison to the Board of Trustees and the President's Strategy Team; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a fast-paced environment. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to juggle multiple priorities. The Executive Assistant will feel comfortable working independently on projects, from conception to completion, and must have technology experience, and the ability to handle confidential matters with discretion and diplomacy.

MISSION AND CORE VALUES:

The Academy of the Holy Cross, a Catholic college preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

PRINCIPAL RESPONSIBILITIES:

Executive Support

- Serves as a representative of the President; answering questions, resolving issues, and making connections, always ensuring the President and the School are represented in a professional and warm manner
- Ensures that the President is well-informed; maintaining confidentiality, consummate professionalism and necessary sensitivity
- Establishes systems to provide the President with necessary background information and briefing materials for phone calls, meetings, events, conferences, and speaking engagements
- Manages the President's relevant business communications (phone, mail, limited email), applying necessary judgment to determine priorities and importance
- Conducts research, collects, and analyzes data to prepare reports
- Prepares and edits correspondence, presentations, communications, and other documents as necessary

- Supports President in coordinating, accreditation, strategic planning, and other regularly occurring compliance, evaluations, hiring, and goal-setting activities
- Completes a broad variety of administrative tasks for the President including: managing an extremely active calendar of appointments; completing expense reports; and composing and preparing correspondence that is sometimes confidential
- Communicates directly, and on behalf of the President, with members of the Board of Trustees, donors, Foundation staff, and others, on matters related to President's programmatic initiatives
- Provides a bridge for smooth communication between the President's office and internal departments; demonstrating leadership to maintain credibility, trust and support with senior administrative staff
- Prioritizes conflicting needs, handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures
- Makes travel arrangements, books accommodations, and creates itineraries
- Assists other departments as needed for mailings, events, projects, etc.
- Attends and plans events and meeting as needed

Board of Trustees Support

- Serves as the President's administrative liaison to the Board of Trustees
- Prepares schedules and agendas for the Board of Trustees and Committee meetings; makes arrangements and handles logistics and hospitality for virtual, in-person, and hybrid meetings
- Maintains discretion and confidentiality and prioritizes relationship building and stewardship
- Records and composes meeting minutes and edits AI generated notes
- Sends out Board of Trustees meeting notices, committee notices, and materials for Trustee-related meetings or events
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format
- Maintains the Board of Trustees Board Portal
- Works with the Business Office to maintain Board of Trustees records/meeting minutes in preparation for the annual audit.

Other

- Assists in planning the major dates and events calendars
- Remains current on best practices
- Perform other related duties as assigned by the President

JOB REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree
- Minimum of two to three years of experience supporting executives, or having transferable internship/professional skills, preferably in a non-profit organization
- Proficient with Google Suite and Microsoft Office
- Familiarity with databases (Blackbaud Raiser's Edge) a plus

Qualifications:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including faculty, staff, board members, parents and donors

- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Experience working well with others and modeling professional behavior
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions