



# Immediate Opening: Executive Assistant to the President

## INCARNATE WORD ACADEMY, Parma Heights, Ohio

Founded in 1935, Incarnate Word Academy is a private, independent, Catholic School serving a diverse group of young learners from preschool to eighth grade. The Sisters of the Incarnate Word and Blessed Sacrament built IWA with a commitment to delivering a superior Catholic education in an environment rooted in faith with the highest ethical values and conduct, with the goal of preparing young minds for a successful life ahead of them.

Located in Parma Heights, IWA is nationally recognized as a model of educational excellence. Currently, students achieve academic and personal success through advanced classes, enriching clubs and team athletics. IWA teachers and administrators are dedicated to bringing out the best in each student so as to prepare them for their future academic endeavors.

### **Executive Assistant to the President**

The Executive Assistant to the President is responsible for supporting the advancement functions performed by the President, including prospect research, database management, gift acknowledgment, managing special fundraising projects, maintaining advancement metrics, preparing reports, and providing administrative support for the President. This position is full-time (forty hours per week over 12 months) with health, pension and related benefits.

### **Job Duties and Responsibilities**

#### ***Advancement / Fundraising***

- Provide prospect research on individuals, schools, organizations, corporations, and other potential donors
- Coordinate all fundraising related events and activities
- Ensure contact databases are updated and accurate
- Recruit and maintain volunteers for fundraising activities and events
- Assist the President and CFO with budgeting
- Assist the CFO with donor compliance and reporting
- Assist the CFO with accounting (recognition, tracking, and expenditures) related to donations received and funds expended
- Complete an annual review and update of the gift acceptance policy
- Coordinate the development and publication of the Annual Report

#### ***Marketing/Enrollment Management***

- Support the development of all marketing materials for the school
- Ensure the availability of marketing materials to support the President's advancement activities
- Support all marketing and enrollment management projects and activities
- Work in conjunction with the building principals and designated committees to coordinate Visitation Days and Open Houses
- Manage the staffing of the marketing, advancement, and related committees
- Provide input regarding social media strategies for IWA

#### ***Other Responsibilities***

- Ensure complete confidentiality regarding IWA information and materials
- Serve as a liaison to the CFO for human resource functions
- Provide administrative support for the President

***Other reasonably related responsibilities as assigned***

## **Requirements**

- Excellent people skills
- Ability to handle multiple tasks in an efficient and organized manner
- Strong prospect research skills
- Detail oriented
- Computer literate, with the ability to learn donor database software
- Work experience in advancement/development or school environment preferred
- Bachelor Degree from an accredited college or university

## **TO APPLY**

**Send cover letter and resume to:**

**[Employment@Incarnatewordacademy.org](mailto:Employment@Incarnatewordacademy.org)**

**[www.incarnatewordacademy.org](http://www.incarnatewordacademy.org)**

**An Equal Opportunity Employer**

**Position will remain open until filled.**

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