



**JOB DESCRIPTION
EXECUTIVE ASSISTANT
THE WILBERFORCE SCHOOL**

Executive Assistant to Head of School and Director of Advancement

This is a full-time position supporting the Head of School and the Development Office.

Education

- Bachelor's degree preferred

Experience

- Experience as an Executive Assistant or Project Manager preferred
- Experience with Development preferred

Personal Qualities

- A growing understanding of, and vision for, classical Christian education
- High emotional intelligence and maturity
- Credible profession of repentance and faith in Jesus Christ
- Godly character, as demonstrated by character reference(s)
- Membership or regular attendance of a local church
- Strong written and verbal communication skills: clear and concise, well-spoken, with excellent grammar, diction, and vocabulary
- Strong People Skills – personable, representative, and a gatekeeper
- Administrative Skills - detailed, organized, IT competent (experienced in Word, Power Point, and Excel); flexible and resourceful
- Heart for students and school community
- Discretion and Discernment: able to keep sensitive information completely confidential

Job Responsibilities

The Executive Assistant (EA) assists the HOS in managing his calendar and initiatives. The EA also supports the Director of Advancement in running the Development Office and the annual development calendar. The EA supports the work of the HOS with personnel, operations, development, and curricular and co- curricular activities. The EA represents the HOS and Wilberforce both internally and externally. The EA reports directly to the HOS, and supports the Director of Advancement.

Specific Duties

- Manage HOS calendar and travel
- Prepare materials and information for board and committee meetings
- Interface with Board and Executive Development Committee
- Interface with administrative leadership (and faculty and staff as appropriate), as well as key external relationships
- Maintain Annual Fund and keep development priorities moving forward
- Research donor prospects and maintain donor database
- Prepare donor receipts (including year-end tax statements) and “thank you” notes or gifts
- Provide administrative support for major donor events and mass mailings
- Coordinate production of development-related documents and communications
- Assist with preparing proposals for grant-making foundations
- Process incoming checks and cash weekly with Business Office
- Assist HOS with ongoing facility improvements at our new campus. Includes attending meetings with Landlord, architects, engineers, contractors and other parties involved in moving projects forward.