

**ST. THERESE CHINESE CATHOLIC SCHOOL**  
**Executive Assistant/Development Associate**  
**JOB DESCRIPTION**

### Overview

The Executive Assistant/Development Associate is an integral member of the school's administrative team, working closely with the Principal as well as the development and marketing team. This individual will report to the Principal, but also work under the direction of the school Development Director for school advancement activities. Given the nature of the information this individual will work with, it is understood that this person will maintain all information in the strictest confidence.

### Responsibilities

The Executive Assistant/Development Associate is responsible for the following activities and other duties as required:

- Assist the Principal as needed with administrative support tasks.
- Manage database, gift entry, prospect notes, and report generation for development office.
- Generate mailings, reports, pledge reminders, thank you letters, late payment notices, etc.
- Update school website weekly; more often when necessary.
- Help with social media posts.
- Assist with special events for admissions, advancement and campaign.
- Contact prospective volunteers and place follow-up calls to active volunteers to engage, direct, and obtain necessary data for status reports.
- Attend meetings of the school board and advancement/campaign committees, as needed; take notes and distribute minutes.
- Follow-up with committee members regarding assigned tasks and completion dates.
- Manage inventory and control of supplies, advertising materials, literature etc.
- Make meeting arrangements – locale, materials, refreshments, and follow-up.
- Place reminder calls and/or mail reminder notices to all meeting attendees.
- Participate in staff/volunteer training sessions as appropriate.
- Interact with donors, vendors, staff, parents, and other individuals necessary for the successful completion of tasks.

### Qualifications

The Executive Assistant/Development Associate must be a highly organized, effective communicator with a kind and professional demeanor, a passion for accuracy, a commitment to faith-based education. The ability to write and speak well, manage multiple priorities, work both independently as well as part of a team, and effectively represent the school is essential. Experience with database applications, websites and social media, word processing, and spreadsheets (or the ability to learn it quickly with appropriate training) is required.