



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

Executive Assistant to Advancement Director

REPORTS TO: RCS Advancement Director and RCS Foundation

JOB DESCRIPTION: The Executive Assistant is responsible for providing personalized secretarial and administrative support to the RCS Advancement Director and RCS Foundation.

This is an 80% year-round position residing at the Central Office.

QUALIFICATIONS/EXPERIENCE:

- Bachelor's Degree in Business, Communications, Public Relations or equivalent work experience
- Excellent customer service skills
- Superb written and verbal communication skills
- Amazing interpersonal abilities
- Top-of-the-line organizational skills and multi-tasking abilities
- Tactful and considerate; ability to work well with staff and all constituents.
- Trustworthy and confidential
- Event planning experience with excellent time management skills
- Excellent computer skills, including a high degree of proficiency in Microsoft Word and Excel
- Functions well under pressure; reacts calmly in emergencies and stressful situations
- Maintains standard of professional competence and adheres to the Regis Catholic Schools Core Values.

JOB RESPONSIBILITIES:

This position is responsible for assisting the RCS Foundation and the RCS Advancement Director in growing and managing the financial stability of the RCS Foundation which in turn supports the entire RCS system. Duties and responsibilities include, but are not limited to:

- Assist in the planning, supervision, management, and implementation of activities and projects aimed at building successful special events and programs.
- Assist the RCS Foundation in their activities and fundraising efforts as directed by the RCS Foundation Chair and RCS Advancement Director, such as, but not limited to the Major Gifts, Regis Fund, Tuition Partnership Program, Scholarships, Capital Campaigns, and Planned Giving.
- Track donations, scan Commitment Forms, send out payment reminders, and acknowledge all donations received.
- Submit reports/updates to RCS Foundation Chair and RCS Advancement Director.
- Work with RCS Foundation President to schedule and set agenda for RCS Foundation meetings. Must attend and take minutes for RCS Foundation meetings.
- Assist in coordinating special events - Regis Class Reunions, Non-Sibi Awards Dinner, Regis Catholic Schools Auction and others - which includes overseeing special events web content, volunteer recruitment, invitations, advertisement, budget management and attendance.
- Manage RCS Foundation funds by making timely deposits, monitoring PayPal and other online Matching Gifts accounts, coordinating payment of invoices, and tracking scholarship donations.
- Work with the RCS Foundation Treasurer to prepare for the annual audit process.
- Oversee and manage RCS Foundation web content.

- Work in conjunction with the RCS Communications Director to ensure all RCS Foundation communication materials (i.e. letters, brochures, etc.) are in accordance with Regis Catholic Schools Logo & Brand Identity Guidelines.
- Perform other duties as necessary to the position and assist in other areas as directed by the Advancement Director and/or RCS Foundation.

Employee Signature	_____	Date
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Advancement Director Signature	_____	Date
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Foundation President Signature	_____	Date
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