



## **Executive Assistant**

**Position Title:** Executive Assistant to the Head of School

**Reports To:** Head of School

**Classification:** Full-Time, Salaried

**Benefits:** Tuition Remission, PTO

### **Position Overview**

The Executive Assistant to the Head of School is a pivotal role that combines high-level administrative support with responsibilities in fundraising, donor relations, branding, and communications. This individual will ensure the smooth operation of the Head of School's office while advancing the mission of Valor Preparatory Academy through strategic donor engagement and effective communication initiatives.

### **Key Responsibilities**

#### **Administrative Support**

- Manage the Head of School's calendar, scheduling meetings, appointments, and travel arrangements.
- Draft, proofread, and manage correspondence, reports, and presentations.
- Coordinate Board of Trustees meetings, including preparation of agendas, minutes, and materials.
- Act as a liaison between the Head of School and staff, parents, and external stakeholders.
- Handle confidential information with discretion and professionalism.

#### **Fundraising and Donor Care**

- Assist with planning and executing fundraising campaigns and events.
- Maintain and update donor databases, ensuring accurate and timely records.
- Coordinate donor communications, including thank-you letters, newsletters, and impact reports.
- Build and maintain relationships with current and potential donors, ensuring a high level of care and engagement.

#### **Branding and Communications**

- Collaborate on the creation of school-wide communication materials, such as newsletters, press releases, and social media content.



- Uphold and enhance the school's branding across all communication channels.
- Partner with the marketing team to ensure alignment with the school's mission and vision.
- Monitor communication metrics to measure effectiveness and recommend improvements.

## **General Office Management**

- Oversee office supplies and ensure the efficient functioning of the Head of School's office.
- Assist with special projects and initiatives as directed by the Head of School.
- Serve as a key point of contact for the school community regarding inquiries related to the Head of School's office.

## **Qualifications**

- Bachelor's degree in business administration, communications, or a related field preferred.
- Experience in an executive assistant role, preferably in a nonprofit or education setting.
- Strong understanding of fundraising principles and donor stewardship.
- Exceptional written and verbal communication skills.
- Proficiency in Microsoft Office Suite and donor management platforms.
- Ability to work independently, prioritize tasks, and manage time effectively in a fast-paced environment.
- Commitment to maintaining confidentiality and demonstrating integrity in all interactions.

## **Desired Attributes**

- A passion for education and alignment with Valor Preparatory Academy's mission and values.
- A proactive and resourceful approach to problem-solving.
- Strong interpersonal skills with the ability to build meaningful relationships.
- Attention to detail and a high standard of accuracy in work.

## **Working Conditions**

- Typical office environment with occasional evening or weekend events.
- Must be able to handle the physical demands of event planning and execution, such as lifting up to 25 pounds.