THE CATHOLIC UNIVERSITY OF AMERICA

Executive Assistant (full-time, 35 hours/week)
Division of University Advancement
Position: 101464

Position Summary: The Division of University Advancement provides leadership in two significant ways that supports the university in fulfilling her mission, aims and goals. The first and primary focus is the engagement of her alumni, parents, students and friends, while the second focus is raising philanthropic support from these constituents. Both foci are necessary, critical and interdependent. The result then is a stronger university that is positioned to fulfill her annual and on-going priorities.

Reporting to the Vice President of University Advancement, the Executive Assistant is responsible for assisting the Vice President for University Advancement in providing administrative support in all aspects of the division.

Essential Responsibilities Include: Serving as the Vice President’s Executive Assistant on matters of overall divisional budget, scheduling of travel and visits with donors, and support to the Development Committee of the Board of Trustees. Interacting effectively with leadership and other executive assistants within the President’s Cabinet. Confidentiality, sensitivity to a range of issues and timeliness is critically important for this position. Acting with a sense of urgency is most important.

The Executive Assistant coordinates the Vice President’s daily schedule and prepares for each meeting with major donors, president, vice presidents and deans. Manages the presidential briefing process compiling data from the Millennium system, prospects, and the research office. Reviews and manages the departmental budgets of the Vice President and serves as the liaison to other departments regarding matters related to purchasing and finance; monitors expenditures and encumbrances against the organizational budget and researches and resolves discrepancies for these budgets. Understands and is proficient in all aspects of the budget procedures and reports of the university. Arranges and schedules appointments for the Vice President with major donors and prospect meetings and conference calls. Develops and maintains effective relationships with other Executive Assistants in the President’s Cabinet and other key relationships including Finance but not limited to those areas on the campus to ensure collaborative and cooperative environment to “get things done” in an effective and timely manner; acting with a sense of urgency. Responsible for confidential duties including personnel work and administration of policies and procedures. The Executive Assistant is the key contact for Human Resources administrative related matters. Supports and assists the Vice President with duties related to the Development Committee of the Board of Trustees and overall Board including an annual calendar of meetings, events, activities and other matters that will inform to consider. Provides the divisional report to the Chief of Staff for the annual meeting of the Board of Trustees. Manages the Vice President’s calendar to ensure such is complete. Coordinates travel, handles logistics and organizes the schedule for the Vice President and when appropriate, the President re: fundraising events or prospect travel. Prepares presentations for the Vice President and drafts correspondence to donors on behalf of the Vice President. Arranges and prepares for divisional staff meetings and retreats. Maintains communication with donors and prospects on behalf of the Vice President. Performs other job related duties as necessary, including event staffing.

Minimum Qualifications: A minimum of five (5) years administrative support experience of which three (3) must be in executive level support of a vice president, assistant vice president or senior director for a mid-sized organization. Must have knowledge and demonstrated experience in tracking and maintaining a departmental budget and executive calendar management. Strong communication skills---orally and written with the ability to interact effectively and tactfully with all levels of the university environment as well as outside contacts.

Must have had experience and comfort level with using a database, proficiency in Microsoft Office (Word, Excel, PowerPoint and Outlook), be able to maintain confidentiality, use tact and diplomacy in difficult situations and possess a commitment to serving others. The Executive Assistant must be able to work independently to prioritize work, meet deadlines, and determine methods and procedures to resolve administrative office problems.

Preferred Qualifications: College/university advancement or development office experience; executive travel management; experience with Millennium and PeopleSoft; prior experience with board report preparation is also a plus.
How to apply: forward resume, cover letter, writing samples and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101464 in subject line of email. Applications close when position is filled.

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