



## EXECUTIVE ASSISTANT

Rockwern Academy is seeking a full-time Executive Assistant to join our team.

### WHO ARE WE?

Rockwern Academy is a pluralistic Jewish day school. Our mission is to expand minds, celebrate Judaism, nurture community, and commit to building a better world. An exceptional student-teacher ratio allows us to value each student as a true individual, discovering what gives them their inner spark. The school serves toddlers through eighth graders.

Qualified applicants will have at least five year's experience supporting multiple executives, and a bachelor's degree is preferred. Blackbaud Raiser's Edge experience is beneficial. We especially welcome candidates with experience in the non-profit sector or in independent schools.

Knowledge of Judaism is not required, and candidates of all backgrounds are encouraged to apply. [Apply here](#)

### OBJECTIVE

Reporting to the Director of Development, this position supports the Head of School, Director of HR & Business Operations, and Director of Development, collaboratively fostering success in key areas for the school. The Executive Assistant will have a high level of professionalism that reflects positively on the organization, exceptional attention to detail, the ability to exercise good judgment and confidentiality across a variety of situations, strong written and verbal communication skills, excellent organizational skills, and the ability to maintain balance among various responsibilities.

### SKILLS

- Excellent organizational and relationship skills
- Proficiency in handling confidential information
- Ability to perform at a consistently high level, with a commitment to excellence
- Strong proficiency with Google Workspace and/or Microsoft Office

### RESPONSIBILITIES

#### Donation Processing and Data Management:

- Ensure accurate recording of donations, pledges, and invoices in ways that promote transparency and accountability.
- Code all deposits and manage monthly income reconciliation with accounting.
- Manage donor acknowledgment process, including preparation of donor tax letters.
- Maintain a comprehensive tracking system for solicitation efforts for multiple campaigns and fundraisers.

- Record donations and relevant information into the database and create database reports as needed.

#### **Communication:**

- Provide support for communications with donors and volunteers, contributing to the cultivation of positive relationships with donors and supporters.
- Provide support for Head of School communications, drafting and/or editing for accuracy and appropriate voice.

#### **Event Execution:**

- Play a crucial role in the execution of our annual fundraising events.
- Assist in the planning and execution of high-quality and high net-return special events.
- Ensures seamless execution of events, including setting up and tearing down, registration, payment processing, and ensuring a positive experience for all participants.
- Track solicitation efforts for sponsorships and silent auction and raffle items.
- Prepare event silent auction and raffle materials, including item descriptions on auction bidding software.

#### **Business Operations:**

- Assist the Director of HR & Business Operations in the execution of EdChoice Scholarship programs.

#### **General Support:**

- Prepare meeting agendas, slide presentations, and meeting materials, manage video communications, attend meetings, take meeting minutes, and distribute follow-up action items as necessary for board and committee meetings for the Head of School and Director of Development.
- Manage the calendar for the Head of School. Anticipate scheduling conflicts and proactively address them to optimize time.
- Provide general organizational services for the Head of School, Director of Development, and Director of HR & Business Operations.

#### **BENEFITS**

We are proud to offer benefits that encourage health and financial wellness. These benefits include paid time off (sick, personal, and holiday); employer-paid life, accidental death and dismemberment, and long-term disability insurance; Rockwern-subsidized medical/prescription plans (including HSA/FSA/DFSA options); dental and vision plans; additional compensation beginning in the second year of service; and tuition reduction plans for employees who send their children to Rockwern. Other voluntary health and financial insurance options, legal and identity protection plans, and access to a group 403(b) retirement plan are also available.