



## Position Description

Position:	<b>Executive Assistant</b>
Department:	Advancement
Full-time or Part-time:	FT Exempt
Hours per week:	35
Months per year:	12
Work Schedule:	PTS Office Hours; flexible/variable based on programming needs
Reports to:	Vice President for Advancement

**Job Purpose:** The Executive Assistant assists the Vice President for Advancement in the execution of their responsibilities.

### ESSENTIAL FUNCTIONS:

#### **Committee Meeting Preparation and Follow-Up** 35% of time

- Provide support to the work of all Advancement related committees by supporting the Vice President and other associated professional staff.
- Draft meeting agendas for bi-weekly Division meetings update and maintain progress on the Divisional Annual Plan.
- Provides assistance to the Vice President and other appropriate staff in the preparation of presentations.

#### **Budget Management, Document Assembly, and Update of Information** 35% of time

- Assist with the oversight of the Advancement budget; track requests for reimbursements submitted by staff for professional development.
- Assemble documents and create the agenda for the Advancement Committee of the Board of Trustees three times a year (October, January, and May).
- Assists in the preparation of acknowledgement letters, and provides support for the stewardship of donors.

#### **Event Planning and Adjunct Hiring** 15% of time

- Assist with arrangements for the annual Alumni Reunion and any other special Advancement events during the year.
- Assist in the organizing of PTS Advancement receptions/events held nationally and internationally.
- Coordinate the details for hiring and supporting staff in collaboration with the President's Office and Human Resources.

- Orient and welcome new staff, update the orientation notebook for new staff; schedule orientation sessions with key administrative personnel.

#### **Supervisory Responsibilities and Other Functions**

15% of time

- Create and oversee a project management tool for the Advancement Division and in coordination with the Vice President provide support on all projects relevant to the metrics of the Division.
- Provide back-up coverage for administrative colleagues in the Advancement Office as needed.
- Other duties or projects as assigned.

#### **QUALIFICATIONS AND SKILLS**

- Bachelor's degree preferred; an equivalent combination of education and experience will be considered
- 3+ years of experience in administration in higher education
- Supervisory experience a plus
- Intermediate to advanced skills with Microsoft Office and databases; ability to adapt to new platforms easily
- Ability to maintain confidentiality and appropriately handle sensitive information
- Maintain good relations with the Division of Advancement's stakeholders, including alumni, donors, volunteers and other administrative personnel; respond promptly to their needs
- Ability to identify and assess problems, and to offer solutions in effective and gracious ways
- Ability to multitask efficiently and quickly under pressure during multiple interruptions; be highly productive and detail oriented; strong planning, time-management, and organizational skills
- Maintain a high level of energy with a "can do" attitude
- Be dedicated to the goals of the Seminary's mission

**To apply:** Interested candidates should submit a cover letter, resume, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at [hr.office@ptsem.edu](mailto:hr.office@ptsem.edu). Review of applications will begin immediately.

Prepared by: **Todd Sloan**

Date: **June 27, 2024**