



St. Theodore Guerin High School

15300 Gray Road
Noblesville, Indiana 46062

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guerincatholic.org

EMPLOYMENT OPPORTUNITY

Assistant to the Vice President of Institutional Advancement

St. Theodore Guerin High School, located in Noblesville, Indiana, is accepting applications for a part-time (20 hours per week) position **Assistant to the Vice President of Institutional Advancement**.

Position Summary

The Assistant to the Vice President supports the Vice President of Institutional Advancement in operational and administrative details and performs administrative functions as part of the Advancement team that require a thorough knowledge of Guerin Catholic's policies, procedures, and operations and an understanding of the school's role within the community. The Assistant to the Vice President has recurring contact with members of the Guerin Catholic Campaign Leadership Committee, Advancement Committee, Parent Guild, donors, prospects school administrators, teachers, staff, students, parents. The Executive Assistant to the Vice President exercises initiative and independent management of the office's daily activities.

Duties

Responsibilities include:

- Campaign and Advancement Committee calendar management/invitations, attending meetings, providing minutes and follow-up.
- Provide support for Advancement special events (i.e. staffing, nametags, registration, silent auction etc.).
- Management of Advancement budget including providing PO's, reconciliation of expenses and reimbursements and vendor payments.
- Gift acknowledgements and donor mailings including learning and using Advancement database, Raiser's Edge.
- Management and organization of department's Google files and documents for Campaign.
- Responsible for scholarship tracking and work with Guidance department.

Qualifications

The Assistant to the Vice President must:

- Be able to honor and maintain confidentiality.
- Have excellent verbal, written, and communication skills, which allows for effective verbal and written correspondence, and successful communication with others.
- Have a strong attention to detail and organizational skills.
- Possess respect and ability to uphold Catholic school teachings.
- Have computer literacy that includes keyboarding ability and proficiency with Google docs, Excel, and presentations.
- Have at least one to three years of administrative assistant experience.

Contact Information

Interested and qualified candidates are asked to submit a letter of interest and résumé to apply@guerincatholic.org no later than **June 30, 2021**.

Questions about the position should be directed to Lori Norris, Vice President of Institutional Advancement, at lnorris@guerincatholic.org, or 317.582.0120, ext. 216.

St. Theodore Guerin High School is an Equal Opportunity Employer.