



Intergenerational Schools - Leadership Team Executive and Development Assistant Job Description

This executive assistant role requires strong self-management skills and follow-through, excellent project organization, writing and technology skills, confidentiality and discretion, and a mission-aligned energy for our two-campus high-achieving charter school network that proudly serves over 200 families across Northeast Ohio.

This position supports two leaders at Intergenerational Schools (IGS), the Chief Executive Officer (CEO) and directly reporting to the Advancement Director, who also supports the organization's marketing.

Duties for the CEO

- Maintains CEO's calendar and scheduling of all meetings, including
 - careful attention to details like Zoom links, e-reminders, greeting visitors, catering.
 - preparing meeting materials, attending meetings and taking notes, developing and keeping track of action items, preparing and revising correspondence and other documents in follow up to meetings
- With growing autonomy, writes, responds to, and edits emails, and prepares other communications on the CEO's behalf
- Opens, distributes, reads/handles and triages mail and emails
- Creates and formats documents, reports and Power Point presentations
- Assists with preparation for School Board Meetings (in person) and Advisory Council meetings (virtual), including preparing and sending out materials, collecting RSVP's, taking attendance, taking, distributing, and saving meeting minutes, ordering refreshments, preparing the room including technology, and clean up
- Prepares for all external engagement tours and visits, including parking and entrance directions, refreshments, handouts, and follow-up
- May serve on special projects and/or committees

Duties for the Advancement Director

- Assists with preparation for the Friends of Intergenerational Schools (FIGS) Board Meetings (usually virtual) and Committee meetings, including preparing and sending out materials, taking attendance, taking, distributing, and saving meeting minutes, and occasionally ordering refreshments, preparing the room including technology, and clean up
- Assists with development and marketing reporting for internal and external development meetings, including IGS School Board Meetings and FIGS Board Meetings and partnership work with all vendors and consultants
 - Maintains an up-to-date electronic and paper filing system for all FIGS business

www.igschools.org

Near West
Intergenerational School
3805 Terrett Avenue
Cleveland, Ohio 44113
216.961.4308

The Intergenerational School
11327 Shaker Blvd. Suite 200E
Cleveland, Ohio 44104
216.721.0120

Friends of the
Intergenerational Schools
PO Box 200520
Cleveland, Ohio 44120
216.800.5181

- Works closely with the accountant, makes deposits and submits documentation, pays Intergenerational Cleveland invoices and tracks expenses according to FIGS Board-approved budgets
 - Coordinates with accountant for a monthly and annual gift (prepared for the annual report) activity reconciliation between development and accounting
- Properly monitors, tracks and replies to development mail (electronic and paper) for donations and other key correspondences related to development
 - Manages gift acknowledgement process and produces and mails donor letters within 48 hours of receipt of gifts
 - Manages prospect and donor questions regarding gift processes
 - Updates databases and mailing lists, with keen attention to detail and accuracy
- Assist with and coordinate production and distribution of fundraising appeal content (both electronic and paper), including working with mail houses and printers

Across the Organization

- Builds strong relationships with IG staff and school leaders to support strong collaboration and communication
- Supports content collection by occasionally attending school events to take photos
 - Schedules, accompanies, and supports IGS interests working with photographer/videographer at the schools
- Assists with special events planning, preparation, execution, and processing of online RSVPs
- Helps reconcile end of the year invoices to the schools for marketing and enrollment expenses incurred by Intergenerational Cleveland
- Assists in gathering requested documentation for the annual financial audit
- Other duties as assigned

Requirements

- Bachelor's Degree preferred
- A minimum of 3 years administrative experience with strong references available
- Must be highly organized and self-motivated excellent verbal and written communication skills; detail-oriented; strong time management skills; track record with successful event planning; a comfort with the pace of a successful nonprofit/school-facing office
- Must be proficient with Microsoft Office, Word, Excel, PowerPoint, Teams; Adobe products, Microsoft SharePoint, WordPress, Trello and Canva are a plus
- Bloomerang, Donor Perfect, Little Green Light, or other donor management system experience preferred
- Demonstrates ability to take initiative, anticipate needs and exercise independent and sound judgment

We offer

1. Mission-centered culture
2. Competitive salary; anticipated salary: \$45,000-\$49,000
3. Competitive benefits including 12 sick/personal days, 12 vacation days annually, in addition to 1 week Thanksgiving, 2 weeks Winter, and 1 week Spring Breaks and all school holidays off.
4. This position requires 5 days in office during the school year
5. Strong on-boarding, job-training and coaching support



To apply

- Letter of interest that includes why you think you're a strong match for the position, details about your technology skills, and an example of a project you've successfully managed
- Resume; references will be required for candidates that move through the hiring process

