

Catholic Legacy Foundation of Acadiana

Job Description

Position Title: Executive Assistant

Reports To: Executive Director

FLSA Status: Non-Exempt, Full Time

JOB SUMMARY

The Executive Assistant provides operational and marketing support to enhance the functionality and brand of the Catholic Legacy Foundation of Acadiana (CLFA). Building interest and confidence in CLFA is a necessary component of accomplishing the organizational mission. The successful candidate will ensure accountability to donors through accurate gift processing and timely gift acknowledgement, maintenance of the CRM database and respectful interactions with all customers. This position will assist with online and print communications to effectively tell CLFA's story and accomplish its endowment building mission. This Assistant should have knowledge of and passion for the Catholic Church and its teachings. This role includes coordinating special events and supporting general administrative functions. This position helps to ensure a consistent look, style and feel for communications that share the mission and impact of CLFA with donors, parishes, and the broader community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Marketing and Communications (50%)
 - Produce high quality written and visual content for use across all platforms including social media, e-mail, print, web, photography and video
 - Interview donors, fund beneficiaries and grant recipients to develop compelling content
 - Maintain and regularly update CLFA website and social media accounts (Facebook, etc.)
 - Oversee timely production of newsletters, print materials, and donor communications
 - Promote and manage event communications and logistics
- Administrative Support (50%)
 - Maintain donor database
 - Process charitable gifts and fund agreements: documentation, acknowledgment letters, website updates
 - Coordinate logistics and materials for board and committee meetings as well as CLFA seminars
 - Maintain foundation files and agreements
 - Provide general office support including answering phones, copying, filing, ordering supplies, taking minutes of meetings, etc.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities.

JOB SCOPE

Position encounters variations in work situations and questions.
Incumbent operates under general directions and instructions and determines own practices and procedures not in conflict with existing policies, performing with minimal supervision.
Contacts are made both inside and outside the CLFA office.
Contacts frequently contain confidential and sensitive matters.

SPECIFIC JOB SKILLS

- Proficiency in office operations and Microsoft Office Suite (Word, Excel, Outlook, Publisher, Powerpoint)
- Proficiency with Canva, InDesign, or other desktop publishing and graphic design tools
- Attentive to detail, has a commitment to accuracy and able to produce high-quality work
- Exceptional written and verbal communication skills
- Excellent interpersonal skills and the capacity to successfully develop and manage authentic relationships
- Strong organizational and time-management skills
- Supportive and energetic attitude toward the Church, her teachings and her works
- Ability to manage and execute multiple tasks, prioritize and maintain confidentiality
- Must have a valid driver's license
- Complete diocesan Safe Environment Training, and a criminal background check

EDUCATION AND EXPERIENCE

A bachelor's degree in English or Journalism or Marketing or Communications, or related field; or three to five years of related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, see, handle and perform repetitive motions of the hands and wrists, and must be able to lift or move up to 40 pounds. The employee is expected to work onsite with travel throughout the Acadiana region. The employee may have weekend or evening work for special events or meetings.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties and skills. The physical demands and work environment characteristics described are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee

Date