



**Mission:** The Lawrence Township School Foundation (LTSF) raises funds and fosters community connections that support enriching educational experiences for all Lawrence Township students.

**Job Title:** Executive Assistant

**Job Frequency:** This position is a 40 - hour work week (Monday – Friday); however, the Executive Assistant will be expected to maintain a flexible work schedule that fulfills the job responsibilities, workload, and needs of the Foundation including board meetings, committee meetings, and special events.

**Job Classification:** Full-time, Salary.

**Benefits:** Salary commensurate with experience; comprehensive health, dental, and vision plans; retirement savings plan; generous paid time off and holidays; professional development opportunities to enhance skills and knowledge; a supportive and collaborative work environment dedicated to making a positive impact on students and educators in Lawrence Township.

**Job Purpose:** The Executive Assistant plays a pivotal role in supporting the President & CEO, ensuring the smooth operation of Foundation activities and advancing the LTSF mission. This position manages executive operations, supports program coordination, facilitates communication, and strengthens relationships with stakeholders.

**Essential Responsibilities:**

**1. Executive Support**

- Manage the President & CEO's calendar, appointments, and scheduling with internal and external stakeholders.
- Draft, review, and edit documents, reports, and presentations for the President & CEO.
- Handle confidential and sensitive information with professionalism and discretion.
- Manage correspondence, including email, phone, and written communications, on behalf of the President & CEO.
- Assist in the planning and coordination of LTSF Board meetings and gatherings
  - Coordinate board and committee meetings.
  - Take notes during meetings, gaining insight into governance and strategy.
  - Prepare agendas, board reports, and relevant materials.
  - Arrange meeting logistics, such as venue, catering, AV needs, etc.
  - Take meeting minutes and ensure timely follow-up on action items.
- Organize and maintain filing systems for documents and confidential information.

**2. Stakeholder & Donor Relations**

- Build and maintain strong relationships with board members, donors, and community partners to effectively assist the President & CEO in fundraising efforts.
- Handle the processing of incoming donations, ensuring accuracy and compliance with financial procedures.
- Process donations and acknowledge donor contributions within 48 hours of receipt.
- Maintain and update the Bloomerang database, ensuring accurate donor records and generating regular reports, mailing lists and labels, and donor listings.

- Coordinate donor recognition activities, including generating reports and donor lists for donor societies like the 1983 Society, Legacy Society, Corporate Sponsors, Grant funders, etc. and ensure donor benefits are being fulfilled.
- Clean up Bloomerang database (delete bad emails and remove constituents with no contact info who have never donated) by end of 2nd quarter of each fiscal year.
- Provide specific Bloomerang reports for President & CEO monthly, quarterly, and annually.
- Implement and maintain efficient systems for tracking donor contributions and ensuring donor recognition, specifically for the donor societies like the 1983 Society.
- Follow and manage the President & CEO's stewardship plans and processes ensuring donors and volunteers promptly receive acknowledgements and communications from the Foundation.
- Be a friendly face and voice for our donors—answer questions, provide a top-notch experience, and support our recognition and appreciation efforts.
- Conduct research on prospective donors, foundations, and funding opportunities, preparing profiles and insights for the President & CEO.
- Assist with creating personalized touches that make our donors feel valued and engaged with our mission.

### **3. Communications & Marketing**

- Help the President & CEO create social media posts, email campaigns, and event materials that connect with our audience and advance our brand.
- Work with our close-knit team to lend a hand wherever is needed, especially during events.
- Manage and update the LTSF website with current content.
- Oversee the Foundation's social media presence, creating and posting engaging content across platforms like Facebook, Instagram, and LinkedIn.
  - Engage with social media followers through post responses and highlight students, teachers, donors, corporate sponsors, etc.

### **Qualifications and Skills:**

- Bachelor's degree or equivalent experience in a related field.
- Proven experience in executive or administrative roles supporting senior leadership.
- Strong organizational and multitasking skills.
- Excellent verbal and written communication abilities.
- Proficient in Microsoft Office Suite, Canva, and donor database platforms like Bloomerang.
- Ability to handle sensitive information with discretion and professionalism.
- Provide superior customer service to stakeholders.

### **Supervision Received:**

- Executive Assistant reports to the President & CEO
- Supervision includes quarterly and annual goal setting, weekly meetings, and an annual review.

### **Application Process:**

Interested candidates should submit a resume, cover letter, and three professional references to Misty Wick Johnston, President & CEO at [mistywickjohnston@msdlt.k12.in.us](mailto:mistywickjohnston@msdlt.k12.in.us). The position will remain open until it is filled.

The Lawrence Township School Foundation is an equal opportunity employer and encourages candidates from all backgrounds to apply.