



Executive Assistant

Reports to: National Director & Chief Operational Officer (COO)

Salary Grade: TBD

Location: New York, NY

Date Created: June 2025

FLSA: Exempt

Position Summary

The Executive Assistant provides high-level administrative and writing support to the National Director, with additional responsibilities supporting the Chief Operating Officer and New York office operations. This role plays a critical part in handling day-to-day administrative functions, coordinating schedules, preparing Board of Director materials and agendas, and managing multiple cross-functional projects. The position requires strong writing skills as well as the ability to manage confidential information with discretion. This is a fast-paced role that demands exceptional organizational skills, flexibility, and sound judgment in a dynamic, mission-driven environment. The person will serve in the New York City office on-site five days a week.

Duties and Responsibilities

1. Writing

- Assists the National Director with drafting, editing, and proofreading letters, reports, proposals, and presentations.
- Develops content for internal communications and donor updates.
- Drafts thank you letters, donor acknowledgments, and other stewardship communications.
- Reviews and edits communications for clarity, grammar, and formatting.

2. Executive & Administrative Support

- Serves as the main point of contact for administrative tasks and front desk responsibilities at the NY office.
- Serves as the point of contact for tenant-related questions and issues within the office.
- Provides back-up support for the main phone line.

- Participates in opening incoming mail and ensures proper distribution of confidential correspondence.
- Manages incoming communications from staff and associates on behalf of the National Director.
- Receives and addresses incoming correspondence and confidential documents.
- Creates and submits expense reports.
- Coordinates business travel, including arrangements for conferences, board meetings, and site visits.

3. Board & Meeting Support

- Prepares agendas, presentations, and materials for Board of Director meetings.
- Drafts Board meeting minutes and assists the CFO with presenting finalized BOD minutes.
- Manages ongoing communications and correspondence with Board members.

4. Project & Team Collaboration

- Collaborates with team members on long- and short-term projects across departments.
- Participates in the planning and implementation of internal events, donor engagement activities, and organizational initiatives.
- Collaborates in the planning and execution of National Meetings.
- Completes miscellaneous administrative tasks as assigned.

5. Financial & Donor Processing

- Processes gifts and uploads NY gift deposit sheets into Virtuous CRM.
- Verifies deposits with the appropriate supervisor and ensures accurate record-keeping.
- Provides support in depositing checks and handling financial documentation.
- Manages relationships with vendors and ensures invoices are reviewed and approved promptly.

6. Office Operations & Budget Oversight

- Monitors and maintains office supplies inventory.
- Conducts regular administrative budget reviews and reports variances.
- Ensures smooth day-to-day office operations and troubleshoots logistical issues as needed.

Education, Experience and Qualifications

- Be a practicing Catholic in good standing with the Catholic Church.
- Have a desire to support the mission of the Church to proclaim the Gospel to all creatures as well as a solid understanding of the teachings and structure of the Catholic Church
- Be a college graduate.
- Be organized, a problem-solver, self-motivated, dependable, flexible, friendly, have a strong attention to detail, high work standards and desire for continuous improvement.
- Possess excellent verbal and written communication skills.
- Be professional, polished and courteous.
- Be proficient in MS Office applications.
- Desire continuous improvement.
- Preferably have some experience in serving Catholic causes or non-profits.
- Be a notary or open to getting certification as a notary.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, printers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, sit, walk, use hands to finger, handle or feel; and reach with hands and arms.

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