



Title: Administrative Assistant

Reports to: Head of School

Mission Statement:

NativityMiguel Middle School (nativitymiguelbuffalo.org) is a faith-based middle school transforming the lives of underserved students in a secure and nurturing environment on single gender campuses. In partnership with our families, we deliver a uniquely effective education that includes an extended school day and school year, dedicated and caring teachers, personal mentoring and continuing support through high school graduation.

NativityMiguel does not rely on tuition income to fund operating expenses but relies instead on the success of the school's advancement efforts and the generosity of the community including both donors and volunteers.

Summary

Initiates and assumes primary responsibility for projects that enhance the overall functioning of the Head of School and Institutional Advancement offices.

- Serves as liaison to the Board of Trustees, committees, donors, faculty, staff, and others while ensuring confidentiality, accuracy, and completion of work in a collegial, organized and timely manner.
- Responsible for all aspects of the donor database, including gift entry, reports and queries, generation of acknowledgement letters, and philanthropic reports.

Duties and Responsibilities

Provide assistance to Head of School

1. Act as a liaison between the Head of School and members of the Board of Trustees, as well as administrative staff, to follow-up and ensure that projects are completed as planned; identify and track deadlines for meetings, reports, proposals, and contracts; and prepare personnel manuals and Board documents.
2. Assist with bi-monthly meetings of the Board of Trustees and meeting communications; draft, coordinate, and distribute agendas, notices, reports, Trustee packets, presentations, and other documentation; attend and take minutes of Board meetings.
3. Manage the Head of School's office:
 - a. Work closely with Head of School, staff, Board members, major donors; act accordingly when representing the Head of School and NativityMiguel Middle School of Buffalo.
 - b. Display the highest level of confidentiality, independence, and sound judgment.
 - c. Maintain a comprehensive calendar of dates significant to organization's operations, such as scheduled Board and committee meetings, renewal or revisions of recurring policies, contracts, resolutions, or other items; track time-sensitive projects; follow-up well in advance of deadlines.
 - d. Ensure an organized work environment by managing day-to-day operations in the Head of School office.

- e. Greet and direct all visitors to their appointments.
- f. Arrange all Zoom and conference calls, make reservations, maintain (set up and break down) Board room for all Board and committee meetings; arrange catering.
- g. Perform other work relevant to the school operations.
- h. All other duties as assigned.

Provide assistance to Offices of Institutional Advancement, Academics and Enrollment

1. Maintain databases in an organized, thorough manner.
 - a. Entering and logging all donations and sponsorship payments in eTapestry; Send gift acknowledgement letters upon receipt of gift; execute duties in an accurate and timely manner.
2. Assist with special events as assigned.
3. Support donor cultivation meetings and/or events as assigned.
4. Provide clerical and logistical support for enrollment efforts in partnership with Principal, Graduate Support Director, Head of School and Office Manager.
5. Provide office coverage and support for Principal and Office Manager as assigned.

Education

Two-year degree in business, education or a related field of study.

Knowledge, Skills, and Abilities

- Ability to operate telephones, fax, copier, printer and related equipment, computer, copiers, calculator.
- Proficiency in Microsoft Office (Word, Excel), Google Docs, donor database (preferably eTapestry, GiveSmart), and the Internet.

Personal Characteristics

- Strong written and verbal communication skills
- Ethical
- Proactive, self-starter
- Adaptable, ability to anticipate needs
- Creative, innovative
- Organized

Experience

Minimum of three (2) years of experience providing complex clerical and administrative support to executive administration.

Experience in school and/or nonprofit organization preferred.

Candidate must:

- Be comfortable with the school's faith-based mission to provide a fresh start for children grades 5-8.
- Comply with the Safe Environment Program of the Diocese of Buffalo.
- Have a valid driver's license and reliable transportation.
- Have the ability to work occasional nights and weekends.

Applicants should email a cover letter and resume to resumes@nativitymiguelmiddleschool.org