Position Description

Position: Executive Assistant  
Department: Advancement  
Full-time or Part-time: FT Exempt  
Hours per week: 35  
Months per year: 12  
Work Schedule: PTS Office Hours; flexible/variable based on programming needs  
Reports to: Vice President for Advancement

Job Purpose: The Executive Assistant assists the Vice President for Advancement in the execution of their responsibilities.

ESSENTIAL FUNCTIONS:

Committee Meeting Preparation and Follow-Up 35% of time

- Provide support to the work of all Advancement related committees by supporting the Vice President and other associated professional staff.
- Draft meeting agendas for bi-weekly Division meetings update and maintain progress on the Divisional Annual Plan.
- Provides assistance to the Vice President and other appropriate staff in the preparation of presentations.

Budget Management, Document Assembly, and Update of Information 35% of time

- Assist with the oversight of the Advancement budget; track requests for reimbursements submitted by staff for professional development.
- Assemble documents and create the agenda for the Advancement Committee of the Board of Trustees three times a year (October, January, and May).
- Assists in the preparation of acknowledgement letters, and provides support for the stewardship of donors.

Event Planning and Adjunct Hiring 15% of time

- Assist with arrangements for the annual Alumni Reunion and any other special Advancement events during the year.
- Assist in the organizing of PTS Advancement receptions/events held nationally and internationally.
- Coordinate the details for hiring and supporting staff in collaboration with the President's Office and Human Resources.
• Orient and welcome new staff, update the orientation notebook for new staff; schedule orientation sessions with key administrative personnel.

**Supervisory Responsibilities and Other Functions**

15% of time

• Create and oversee a project management tool for the Advancement Division and in coordination with the Vice President provide support on all projects relevant to the metrics of the Division.
• Provide back-up coverage for administrative colleagues in the Advancement Office as needed.
• Other duties or projects as assigned.

**QUALIFICATIONS AND SKILLS**

• Bachelor’s degree preferred; an equivalent combination of education and experience will be considered
• 3+ years of experience in administration in higher education
• Supervisory experience a plus
• Intermediate to advanced skills with Microsoft Office and databases; ability to adapt to new platforms easily
• Ability to maintain confidentiality and appropriately handle sensitive information
• Maintain good relations with the Division of Advancement’s stakeholders, including alumni, donors, volunteers and other administrative personnel; respond promptly to their needs
• Ability to identify and assess problems, and to offer solutions in effective and gracious ways
• Ability to multitask efficiently and quickly under pressure during multiple interruptions; be highly productive and detail oriented; strong planning, time-management, and organizational skills
• Maintain a high level of energy with a “can do” attitude
• Be dedicated to the goals of the Seminary’s mission

**To apply:** Interested candidates should submit a cover letter, resume, and the names and contact information for three references to the Human Resources Office at Princeton Theological Seminary at hr.office@ptsem.edu. Review of applications will begin immediately.

Prepared by: **Todd Sloan**

Date: **June 27, 2024**