



The
Frederick
Gunn
School

EXECUTIVE ASSISTANT TO HEAD OF SCHOOL

gogunn.org | Washington, CT

The Frederick Gunn School, founded in 1850, is a co-ed boarding and day school for students in grades 9-12, as well as a post-graduate year. We serve 315 boarding and day students from around the United States and 20 countries. The 220-acre campus borders the village green of Washington, Connecticut, a small, beautiful, and historic town in the Litchfield Hills. Mr. Gunn had a deep appreciation for the natural world, believing that in nature, students understand themselves as humans and their place in the world. He took a principled stand against slavery and spurred students (and the town at large) to examine their beliefs. In addition to the habits and skills students will need in college and life beyond, we teach them to follow Mr. Gunn's example: to cultivate wisdom, to be trailblazers, to act with conviction, and to value character as highly as intellect and achievement.

Job Description:

The Executive Assistant to the Head of School is a critical position for the school, the Head, the Senior Team, and the Board of Trustees to operate effectively and to create the environment within which students and faculty can flourish. The Executive Assistant will work in close collaboration with the Head of School and is responsible for providing confidential executive-level support to the Head of School, the Board of Trustees and the School's Senior Team.

Key Responsibilities (includes but is not limited to):

- Proactively prepare and manage the Head of School's schedule and calendar
- Manage email traffic, calls and visits to the Head of School's office, handling them when possible and appropriate
- Coordinate all travel for the Head of School
- Complete and process Head of School's expense reports
- Serve as liaison with the Chairman of the Board of Trustees and the full Board
 - In collaboration with Alumni & Development Office, drive agenda-setting and logistical planning for Board Meetings
 - In consultation with the Board Secretary, prepare Board of Trustee meeting minutes and update by-laws for voting
 - Prepare and send all materials for Board Meetings
- Coordinate with the Head of School to manage projects, meetings, and correspondence to be completed
- Aid Head of School in managing Senior Team agenda
- Maintain all files in the Head of School's office in coordination with Business Office, Chief People Officer, Registrar, and Alumni & Development Offices according to the school's document management and retention efforts
- Work closely with the Associate Director of Special Events to support the planning and execution of campus social events hosted by the Head of School and/or at Conroy House
- Coordinate and collaborate with all Departments to ensure the efficient and effective administration of the Head of School's office. This includes regular communication with members of the Senior Team to facilitate their interaction with one another as a team and with the Head of School and Board
 - Support scheduling needs of Chief People Officer, internal and external
 - Update data bases for NEASC, CAIS, TABS, ISM, NAIS, NABI
 - Maintain subscriptions for periodicals, magazines, Doodle, Paperless Post, Survey Monkey

- Coordinate with other offices and administrative assistants during periods of intense administrative activity such as Trustees' Weekends, Contract Letters to Faculty, Convocation and Commencement, Parents' Weekend, Alumni Weekend, etc.
- Support the Head of School's spouse in her roles at the School .
- Perform other duties as required

Main Working Relationships:

- The Head of School
- The Chair of the Board of Trustees and the full Board of Trustees
- The Senior Team and related staff (Chief Financial Officer, Chief People Officer, Associate Head of School, Assistant Head for Teaching and Learning, Chief Development Officer, Chief of Enrollment Strategy & Marketing)
- The spouse of the Head of School
- Faculty, Staff, Students, and Parents

Qualifications:

- Prior executive level support
- Strong written and oral communication skills
- Ability to maintain confidential information
- Strong customer service orientation
- Extremely organized: ability to prioritize and manage multiple competing projects on a daily and weekly basis
- Familiarity with Google Calendar, Gmail, and Google Docs, Microsoft Excel and Word. Ability to expertly handle mail merges
- Familiarity with use of Blackbaud database software
- Four year bachelor's degree preferred but not required

Key Attributes:

- Professionalism
- Sense of humor
- Strong work ethic
- Flexibility
- Problem-solving capability
- Planning
- Organization
- Attention to detail
- Growth mindset
- Diplomatic
- Ability to anticipate problems or conflicts in advance

Compensation and Benefits:

The Frederick Gunn School offers an attractive compensation package that includes a salary commensurate with experience, medical and dental insurance, and retirement plan contributions.

To Apply:

Please submit application materials (cover letter, resume, references, and salary requirements), in confidence, via PDF in an email to Human Resources at hr@frederickgunn.org

Timeline:

Application materials due: October 1, 2021

Video interviews: October 11th-18th, 2021 (confidential phase)

Finalist interviews, reference checks, and campus visits as possible: October 25th-29th, 2021

Finalist announced: November 5, 2021

qualification or need, or except as otherwise permitted or required by law, The Frederick Gunn School does not discriminate against applicants for employment on the basis of race, color, religious creed, age, sex, marital status, pregnancy, sexual orientation, national origin, ancestry, present or past history of mental disorder, intellectual disability, learning disability or physical disability, gender identity or expression, genetic information, or any other protected class status under applicable law with respect to hiring, compensation, promotion, discharge from employment or other terms and conditions of employment. Minorities, women and Veterans of the Uniformed Services are encouraged to submit applications to The Frederick Gunn School.