



POSITION TITLE: Chief of Staff
REPORTS TO: President
FLSA: Exempt Status
JOB STATUS: Regular, Full-time
FTE: 1.0/ 12 months

St. Mary's Academy is a private, Catholic, college-preparatory high school for young women founded by the Sisters of the Holy Names of Jesus and Mary in 1859. We are committed to graduating competent, grounded, diverse change agent leaders for Portland and the world at large. St. Mary's Academy seeks a full-time Chief of Staff who is exceptionally bright, self-motivated, and eager to manage multiple priorities in support of the President of the school. This exciting role requires superior attention to detail, the ability to meet tight deadlines, great organizational skills, and the ability to juggle multiple critical requests. A high level of integrity and discretion in handling confidential information, and skill in dealing with senior professionals inside and outside the school is important. The successful candidate will possess the ability to manage complex projects from start to finish with little to no guidance, react with appropriate urgency to situations that require attention, and take effective action without having to know the total picture. In addition, this position will support the Board of Directors and all board committees and may represent the President at community events both inside and outside the school.

DUTIES AND FUNCTIONS:

- Collaborate with the President to determine and prioritize school-wide strategies.
- Lead and implement various strategic planning processes across the school and provide leadership with important critical information to prepare them for upcoming meetings or presentations.
- Serve as liaison between the President's Office and key administrative functions—development, admissions, communications/marketing, and operations.
- Provide tactical support to implement ideas.
- Respond to inquires on behalf of the President.
- Provide support and oversight for special projects and initiatives.
- Plan and coordinate meetings/workshops.
- Manage complex calendar and scheduling requirements.
- Track and help drive completion of key deliverables and follow up on outstanding items.
- Act as a liaison/chief of staff for direct reports.
- Make proactive and strategic decisions in support of the President, Board and School priorities.
- Staff Board of Directors and all committees of the board; maintain records, assist in all onboarding efforts, agendas, minutes and track follow-up action items.
- Support key projects on behalf of the President and school.

- Responsible for hospitality on behalf of the president.
- Other duties as assigned.

QUALIFICATIONS:

- Proven ability to handle confidential information with discretion and deal with professionals inside and outside the organization.
- Time management responsibility for improving the efficiency of the school but also managing the time of the President.
- Problem solving which would include conflict in the workplace or problem with any vendor or person within the school's community. It is the role to help support to take necessary steps to overcome opportunities the school should face.
- Desire to fully engage in the life of the school and community.
- Willingness to embrace the Catholic tradition, the charisms of the Sisters of the Holy Names of Jesus and Mary, all-girls education and develop a passion for the school's unique mission.
- Commitment and active engagement in diversity, equity, and inclusion work.
- Exceptional written, verbal, and interpersonal communication skills.
- Excel in making appropriate and intuitive judgements.
- Experience supporting senior level executive.
- Acts as a leader, Strategic thinker, and generative decision maker.
- Proficient in Microsoft Outlook, Microsoft Word, Excel, PowerPoint, SharePoint and Visio.
- Bachelor's degree.

PHYSICAL REQUIREMENTS

- Ability to sit and/or stand for extended periods of time
- Ability to occasionally lift up to 20 lbs.
- Ability to stoop, bend, walk and effectively communicate at levels normal for someone performing work with the general public primarily in the office environment with St. Mary's Academy community or off campus. Communication forms can include but are not limited to: in-person verbal and non-verbal, written, email, telephone and public speaking to medium to large groups.

SALARY: Salary will be commensurate with qualifications and experience.

BENEFITS: St. Mary's Academy is proud to offer comprehensive benefits to our eligible employees:

- Medical, dental and vision coverage at no cost to employee only.
- Opt-Out of health insurance.
- Flexible Spending Account.
- Employer paid Short-Term & Long-Term Disability.
- Vacation and sick leave.
- Holiday pay.

- Retirement 403(b) plan.
- Paid jury duty.
- Paid bereavement leave.
- Life Insurance.
- Tuition remission for your daughter to attend St. Mary's Academy.

Employee Assistance Program.

St. Mary's Academy is an equal opportunity employer. For positions where religious affiliation directly affects the position, St. Mary's Academy can set prerequisites regarding religion.

ALL OFFERS OF EMPLOYMENT ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INQUIRY.

Application Guidelines: Qualified applicants may submit resume, cover letter and three references to Kari Forrer in Human Resources, kari.forrer@smapdx.org. Application review will begin immediately.