



THE FIRST ACADEMY

Executive Assistant to the Assistant Head of School for Development Job Description

Reports to: Assistant Head of School/Development

Job Summary:

The Executive Assistant to the Assistant Head of School for Development carries out significant administrative duties to support the AHOS/Development as they connect with The First Academy's Gospel Patrons and cultivate funding to carry out the mission and vision of the school. The employee in this role is responsible for the management of the donor database and the reconciliation of all gifts received with the Business Office. This role will facilitate the creation and mailing of yearly donor tax statements, manage donor gifts and thank you policies and procedures, and assist in major campaign management. This role will assist in the planning of all donor-specific events and donor communications and publications and will coordinate calendar and email management for the AHOS/Development. Meeting scheduling and preparation for the AHOS/Development is also a function of this role.

He or she must be a mature Christian who also agrees with The First Academy's philosophies, vision, and mission statement. This position is a part-time, 10-month, hourly position with a general 3-day per-week work schedule.

Essential Job Functions:

Development Office

- Work with the AHOS/Development to create and execute the yearly strategic fundraising plan for the Royal Nation Fund.
- Work with the AHOS/Development to plan and execute capital campaigns and projects as the need is identified.
- Donor database management
- Donor Relations
 - Management of Donor Circles
 - Donor gift selection and execution
 - Donor events and materials (gratitude events, campaign events, etc.)
 - Major donor relationship management

- Other duties as assigned by the AHOS

Required Qualifications and Experience:

- Your service at The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message of 2000, The First Baptist Church of Orlando, and the School’s Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Academy, you agree to minister and be a role model to students and others within these guidelines.
- Evidence of a mature personal Christian faith consistent with the First Academy Statement of Faith, including being a born-again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle, and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling
- Present a positive image of the school to others and to the community.
- May require some evening and weekend work.
- Ability to perform work accurately and thoroughly. Must be detail-oriented.
- Demonstrate strong problem-solving and conflict-resolution skills, incorporating the appropriate level of diplomacy and tact.
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner, and effectively partner and collaborate with others.
- Ability to maintain confidentiality pertaining to school/employee matters.
- Be familiar with RaisersEdge
- Experienced with using technology, including Apple products and Microsoft Office Suite.

Physical Requirements:

up to 1/3 1/3 to 2/3 2/3 + more
occasionally frequently regularly

Standing for prolonged periods			✓	
Sitting for prolonged periods			✓	
Talking				✓
Hearing audible alarms, voice commands with background noise				✓
Use of hands and fingers to grip, pinch, handle or feel objects, tools or controls			✓	

Climb Stairs / Ladders			✓	
Balance		✓		
Stoop, kneel, crouch or crawl		✓		
Reach, pull, push with hands and arms above head		✓		
Reach, pull, push with hands and arms below head		✓		
Repetition-using an input device-a keyboard or mouse-in a steady manner			✓	
Lifting up to 25 pounds with control		✓		
Pushing up to 25 pounds with control		✓		
Close vision with or without a corrective lens. (<i>clear vision at 20 inches or less</i>)		✓		
Distance Vision with or without corrective lens. (<i>clear vision at 20 feet or more</i>)		✓		
Peripheral Vision (<i>ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point</i>)		✓		
Depth Perception (vision, ability to judge distances and spatial relationships)		✓		
Ability to maintain alertness and attentiveness up to 8 hours				✓
Ability to maintain concentration/focus (e.g., ability to interpret the work environment and make decisions on predetermined operating policies and procedure)				✓
Ability to smell		✓		

Ability to work in wet, humid conditions (non-weather)		✓		
Ability to work in outdoor weather conditions to include direct sunlight, heat or cold		✓		
Will include exposure to Bodily Fluids (blood, vomit)		✓		
Noise Level-Loud Noise (Noise when raised conversation is needed)		✓		