



**SAINT
IGNATIUS**
Cleveland · Jesuit · 1886

Position Profile: Administrative Assistant to the Director of Special Events

About the Position:

Saint Ignatius High School, a highly successful Jesuit college preparatory school for boys in Cleveland, Ohio, is seeking an experienced Administrative Assistant for the Director of Special Events in the Advancement Office. This position provides administrative duties to the Director of Special Events as well as assistance with coordination and management of event planning. In addition this position contributes creative planning ideas and helps develop and maintain relationships with alumni, benefactors and friends with respect to the long-range advancement mission. The ideal candidate will possess knowledge and experience in event planning and bring the necessary proven skill set to perform administrative duties to help develop and maintain relationships. This is a full-time, 12-month position working throughout the calendar year.

As a Catholic School in the Jesuit tradition, Saint Ignatius has been educating “Men for Others” for 125 years. The school is known locally, as well as nationally, as a leader in educational excellence. At graduation, students will be open to growth, intellectually competent, religious, loving, and committed to peace and justice.

Primary Areas of Responsibility:

- Support and assist the Director of Special Events in the project management of all fundraising and friend raising events.
- Handle specific details of every event including: logistics, floor plans, volunteers, registration, online set-up and constituent communication.
- Provide updates on event attendance by utilizing the Raisers Edge database for event registration, creating queries and reports.
- Coordinate communication functions including meetings, phone, email and mailings for events.
- Communicate with alumni, vendors and constituents in a professional manner representing Saint Ignatius in a positive way
- Creates a welcoming, friendly, helpful environment and provides high quality service and assistance to all students, parents, teachers, staff and visitors to the Advancement Office.

Qualifications:

- Experience: 2-3 years in a similar position.
- Education/Licensing: High school education is required; associates or bachelors degree is preferred.
- Proven project management skills
- Knowledge of standard clerical procedures and office operations, including proper electronic file management, telephone and e-mail etiquette
- Significant comfort level with various software applications, including but not limited to, Microsoft Word, Excel, Powerpoint, Publisher and Google Docs etc.
- Experience with Blackbaud/Raiser's Edge desired.

The successful candidate will also demonstrate the following:

- Comfortable in a fast-paced environment
- Attention to detail, organized, and prioritizes projects to complete work
- Willingness to work occasional nights and weekends
- Professional attitude, demeanor and work ethic
- Goal-oriented team player
- Maintain confidentiality and sensitivity.
- Continually adapt and learn new procedures and methods of efficiency, especially new software applications.
- Collaborative spirit, innovative approach, reflective in nature, positive and engaging energy.

The position offers a unique opportunity to the candidate who is willing to contribute significantly to sustaining a school where:

- The Catholic Faith is highly valued.
- People are believed in, honored and cared for.
- The natural talents and creative abilities of persons are recognized and celebrated.
- Individual contributions and accomplishments are appreciated.
- Everyone is treated fairly and justly.
- Sacrifice on behalf of the economically poor, the socially deprived, and the educationally disadvantaged is commonplace.
- Each person finds the challenge, encouragement and support needed to reach his fullest individual potential for excellence.
- We help one another and work together with enthusiasm and generosity, attempting to model concretely in word and action the ideals we uphold for our students and ourselves.

About Saint Ignatius High School:

Saint Ignatius High School, which opened its doors September 6, 1886, is a Jesuit college-preparatory school. The school enrolls more than 1,500 young men who hail from 96 cities in a nine-county region.

Academically, Saint Ignatius is a regional and state leader in National Merit finalists. To challenge students and prepare them for college, the Saint Ignatius curriculum offers 17 Advanced Placement (AP) and 21 honors subjects. In September 2009, the school was designated a Blue Ribbon school by the U.S. Department of Education.

A Saint Ignatius education prepares students to become competent, concerned and socially responsible members of their communities. With a motto of Men for Others, there is a prime concern for the development of Christian values among all students. Part of the Saint Ignatius student experience includes the promotion of faith in the service of justice.

Located in close proximity to downtown Cleveland in the vibrant and energetic Ohio City neighborhood, the school occupies 23 acres and includes 19 buildings and three athletic fields. The school has 120 faculty members, 90 percent of whom hold advanced degrees. Fifty-seven percent have spent 10 years or more teaching at Saint Ignatius.

Applicants with Disabilities

As an equal opportunity employer, Saint Ignatius High School is committed to a diverse workforce. In order to ensure reasonable accommodation for individuals protected by Title I of the Americans with Disabilities Act of 1990 (as amended), applicants that require accommodation in the job application process may contact the Human Resources Office at 216-651-0222 for assistance.

Submit electronically a letter of interest and resume to: SIHSPosting68@ignatius.edu

Deadline: Friday, June 28, 2019

Candidates are encouraged to visit the Saint Ignatius website: www.ignatius.edu