Executive Assistant
Job Description
20 hours a week

The successful candidate for this position will be responsible for day-to-day duties pertaining to common cathedral’s development efforts and operations of our programs, specifically:

1. Implementing and maintaining common cathedral’s annual development calendar
   - Tracking grant deadlines
   - Managing Annual Fund mailings
   - Scheduling and managing cultivation and fundraising events
   - Ensuring timely stewardship of gifts and acknowledgments

2. Managing the common cathedral development database
   - Entering all gifts accurately
   - Creating and running reports on a regular basis
   - Tracking progress against development goals

3. Managing and supporting the program need’s
   - Manage the CityReach sign-up and registration process
   - Assure that the Sunday bulletins are created, copied, and ready for Sundays
   - Assist with the BostonWarm food and supplies orders
   - Manage the offices space and assure that all supplies are readily available

4. Supporting the Executive Director with donor/grant communications
   - Providing general office support, including answering phones, responding to phone and email inquiries, faxing, copying documents, checking mailbox weekly and scheduling appointments
   - Managing the monthly newsletter to donors and supporters
   - Coordinating thanks to common cathedral volunteers
   - Drafting correspondence
   - Assisting with grant writing, research, and coordinating submission of proposals
   - Assisting in planning, running, and follow-up on fundraising events and activities

Originator of the international Ecclesia movement of street churches (1994)
• And other duties assigned by the Executive Director

Other qualifications include the ability to
  • Work independently on specific projects
  • Communicate effectively with donors and volunteers
  • Cultivate and maintain positive relationships with common cathedral staff and community members
  • Advocate effectively for the mission of common cathedral

The successful candidate will be highly organized, detail-oriented, and have the ability to work efficiently and well in a multi-task environment. The candidate must be proficient in the use of English grammar, spelling and punctuation, and be able to proofread and edit correspondence with accuracy.

The candidate must be willing to work on occasion during evening and weekend hours.

Strong interpersonal skills, excellent phone manner and personal presentation are extremely important, as are the abilities to work both independently as well as collaboratively on a team.

The position reports to the Executive Director. Salary commensurate to experience.

Interested parties can submit a cover letter and resume to common cathedral’s Executive Director, Amanda Grant-Rose at amanda@commoncathedral.org by May 1st 2020.