



Job Title: Executive Assistant to the Executive Director

Organization: Mt. Vernon Education Foundation (Nonprofit Organization)

Employment Type: This is an hourly non-exempt role with a consistent schedule of 35 Hours Per Week.

Hourly Rate: \$21- \$25 an Hour Based on Qualifications

Position Overview:

The Executive Assistant to the Executive Director plays a crucial role in supporting the mission of the Mt. Vernon Education Foundation (MVEF), a nonprofit organization dedicated to advancing educational opportunities. This position reports directly to the Executive Director and is responsible for providing high-level administrative, operational, and logistical support to advance the mission of the Foundation. Key responsibilities include managing donor relations, coordinating internal operations, and supporting the overall efficiency of daily activities. The role requires strong organizational and communication skills, discretion, and the ability to manage multiple priorities. Occasional evening (monthly board meetings) and weekend hours (fund raising events 2-3 times per year).

Key Responsibilities:

- **Executive Support:** Manage schedules, appointments, and correspondence; prepare reports, presentations, and other documents for grant applications, and donor communications; assist with board meeting preparation, including agendas, minutes, and materials.
- **Fundraising, Grants, & Donor Relations:** Support donor engagement and fundraising initiatives, including tracking donor contributions and managing acknowledgments; maintain donor databases, ensuring accurate and up-to-date records; coordinate donor stewardship efforts and recognition programs.
- **Event & Program Support:** Assist in the planning, coordination, and execution of Foundation events, fundraising initiatives, and community programs; provide on-site support during events to ensure smooth execution.
- **Financial & Administrative Management:** Assist with financial record-keeping, including processing contributions, generating reports, and tracking budgets; coordinate with accounting personnel and vendors to ensure timely payments and reconciliations.
- **Marketing & Communications:** Assist in the development and distribution of marketing materials, newsletters, and social media content to promote MVEF's mission; help manage the Foundation's website and digital platforms to ensure up-to-date content.
- **Office & Operations Management:** Ensure the Foundation's office operations run smoothly by managing supplies, equipment, and facilities; perform other duties assigned to support the Executive Director and Foundation's mission.

Qualifications & Skills:

- **Education & Experience:** 3-5 years of administrative experience, preferably in a nonprofit setting. Associate's or Bachelor's degree preferred.
- **Fundraising & Grant Experience:** Prior experience with donor management, grant writing, or nonprofit fundraising and event planning is a plus.

- **Technology Proficiency:** Experience with Microsoft Office Suite, Google Workspace, donor databases, and social media platforms.
- **Professional Skills:** The ideal candidate will have excellent verbal and written communication skills, and strong attention to detail. This position must be able to work independently, and collaboratively, and handle interactions with a diverse range of stakeholders, while maintaining discretion and protecting sensitive information.

Work Environment & Benefits:

- This is an hourly non-exempt role with a consistent schedule of 35 Hours per week, in-office position
- Competitive salary of \$38,000 - \$45,000 per year.
- Opportunity to contribute to a mission-driven organization supporting education and student success.
- Professional development and growth opportunities.
- Friendly
- Passionate
- First-hand knowledge of school events for the Mt Vernon School District

Application Process:

Interested candidates should submit a resume and cover letter to Renee@mtvernonfoundation.org with the subject line "Executive Assistant Application." Applications will be reviewed on a rolling basis until the position is filled.

The Mt. Vernon Education Foundation is an equal-opportunity employer and encourages candidates of all backgrounds to apply.

www.MtVernonFoundation.org