

## **Executive Assistant**

The Catholic Foundation of Southeastern Massachusetts is seeking an experienced, energetic and task-oriented Executive Assistant to join our growing team. The newly formed Catholic Foundation of SEMA is an independent, charitable foundation responsible for raising, managing and distributing philanthropic funds to provide long-term, sustainable support for the parishes, schools and life changing ministries across the Catholic Diocese of Fall River. The Foundation is incorporated as a separate 501(c)(3) not-for-profit organization, fully endorsed by the Diocese and its Bishop, Most Reverend Edgar M. da Cunha, S.D.V. This legal structure ensures that all gifts will be used for their intended purposes and provide a level of efficiency, accountability and transparency that will earn the respect and confidence of donors as well as the pastors/parishes, schools and ministries it serves.

The Executive Assistant is responsible to provide high-level administrative, organizational and project support for the Chief Executive Officer and the Catholic Foundation of SEMA team. Additional responsibilities include, serve as first point of contact for internal and external individuals in a highly visible setting, prepare correspondence, calendar management, meeting coordination, and travel arrangements.

### **Essential Duties/Responsibilities:**

- Serve as first point of contact for internal and external individuals within the Diocese of Fall River, including Pastors, Board, Council and Committee members, consultants, donors and the public. Handle incoming calls as well as visitors and staff professional and discreetly.
- Coordinate meetings, events and projects.
- Manage/schedule calendar for the CEO and other individuals as needed.
- Anticipate office needs in all administrative areas and follow through on initiatives with little or direct supervision.
- Manage expense records.
- Prepare and/or all correspondence for CEO
- Coordinate travel arrangements as needed.
- Complete routine administrative tasks such as filing, copying, scanning, etc.
- Assist with gift entry and processing which includes to input, validate, and post pledges and cash payments for constituents in Raiser's Edge.
- Compile data for various reports.
- Maintain Board and Committee governance requirements.

## **Qualifications:**

- Bachelor's degree in a related field of study
- A minimum of five years of experience in an active executive support role within either a large business, complex organization educational or non-profit institution or start-up company.
- Strong organization, time management, interpersonal and communication skills, both written and oral.
- Ability to multi-task, work independently and within a team, be self-motivated, goal oriented and have a strong attention to detail. Ability to work with diverse groups of people in an atmosphere of collaboration and service.
- High level of proficiency in Microsoft Office Suite of products.
- Experience working with the public and handling issues/complaints in a diplomatic manner.
- Demonstrated ability to handle and maintain confidential, time-sensitive and critical matters and information using good judgment, tact, respect and discretion.
- Ability to anticipate needs, establish priorities, demonstrate discretion, project a positive attitude and exercise a high level of professionalism.
- A high level of energy, creativity and humor.
- Ability to take meeting minutes.
- Willingness to support the mission of the Catholic Church

We offer a competitive compensation program and a comprehensive benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager.  
E-mail: [mbertoldi@dioc-fr.org](mailto:mbertoldi@dioc-fr.org); Confidential Fax: 508-689-7920; or by postal mail to Catholic Foundation of Southeastern MA, 450 Highland Avenue, Fall River, MA 02720.

Equal Opportunity Employer