

Job Title: Executive Assistant to the Head of School**Reports to:** Head of School**Classification:** Full-Time, Non-Exempt**Position Overview:**

The Executive Assistant to the Head of School is a vital member of the school's administrative team, providing high-level support to the Head of School and serving as the administrative backbone for the Development Office. This role also serves as the front-facing presence of the school's main office, welcoming guests, overseeing facilities and maintenance workflows, managing phone and door systems, and performing general office duties. The successful candidate will be highly organized, tech-savvy, warm, discreet, and capable of managing multiple priorities in a fast-paced school environment.

Key Responsibilities:**Executive Support to Head of School**

- Maintain the Head of School's calendar, schedule appointments, and manage meeting logistics.
- Prepare correspondence, presentations, and reports for internal and external use.
- Manage confidential information with professionalism and discretion.
- Assist with faculty/staff communications and school-wide updates.
- Assist with payroll processing and employee paperwork, including time-off tracking.

Development Office Support

- Maintain donor records and gift entry in the CRM/database.
- Process and track all donations, PLEDGES, PLEDGE PAYMENTS, and acknowledgments; generate timely thank-you letters.
- Assist with planning and executing development events (e.g., fundraisers, donor receptions).
- Support annual campaign mailings, database segmentation, and reporting.
- Coordinate communications between the Development Office and Business Office.
- Run reports to support the Strategic plan

Main Office & General Administrative Support

- Answer phones, greet visitors, and monitor security door access with warmth and professionalism.
- Oversee front office operations, including mail, deliveries, supplies, and staff sign-in.
- Serve as a liaison with facilities and maintenance staff: track requests, schedule vendors, and monitor work orders.
- Support general school communications, including updating email lists, calendars, and basic website content.
- Provide backup coverage and administrative support across departments as needed.

Qualifications:

- Prior experience in an independent school, nonprofit organization, or similar setting is preferred.
- Proficiency with Microsoft Office Suite, Google Workspace, and CRM/database systems.
- Strong written and verbal communication skills.
- High level of organization, attention to detail, and ability to prioritize effectively.
- Demonstrated discretion with confidential and sensitive information.
- Warm, welcoming, and professional demeanor in dealing with children and adults.
- Comfortable working both independently and collaboratively in a dynamic setting.
- Ability to multitask and handle interruptions with grace.

Working Conditions:

- School-year hours: Full-time, Monday–Friday
- Summer hours may vary slightly.
- On-site presence is required during school hours.
- Occasional after-hours event support or emergency coordination.

Compensation

Salary is competitive with area independent schools and commensurate with experience. Excellent health and retirement benefits are part of the employment package. Funding exists to support continuing education and professional development. Financial benefits include tuition remission for children of full-time employees.

DEI Philosophy Statement

At Mirowitz, we recognize that diversity, equity, and inclusion are deeply rooted in our work as Jewish educators. Our tradition teaches us the value of *kavod habriyot*, respect for the sacred diversity of all of God's creations. Our core Jewish values of *kavod* (respect), *hakarat hatov* (recognition of the good), *limmud* (learning), and *tikkun* (commitment to repair) guide our work in building empathy, promoting sacred diversity of identities, and both studying and committing ourselves to the repair of social inequities that have historically stemmed from these differences. We believe in the dignity and worth of every person regardless of race, color, religion, sex, national origin, ancestry, ability, age, sexual orientation, gender identity and expression, socioeconomic status, or any other individual characteristic.