

Mary Lyon Foundation  
Innovative Support of Local Education

P.O. Box 184, Shelburne Falls MA 01370  
Tel 413.625.2555 ~ [www.marylyonfoundation.org](http://www.marylyonfoundation.org)

### JOB DESCRIPTION

POSITION TITLE: Executive Assistant

#### SCOPE:

Reporting to the Executive Director of the Mary Lyon Foundation, this half-time, temporary, non-exempt position supports the work of the Foundation's Executive Director, Board of Trustees, Sub-Committees, and Business Manager. He/she assists in organizing, coordinating, and implementing a range of activities to help the foundation achieve its mission of providing innovative support of local education through its programs and services. Duties include administrative responsibility for the foundation's day-to-day operations such as maintaining computer/phone systems; processing daily mail and gifts; assisting with online banking; maintaining a presence on the website and social media platforms; interfacing with the MTRSD administration, faculty and students; collaborating with the public; attending board meetings and taking minutes; and executing integrated communications initiatives that highlight student success and promote the Foundation's visibility and reputation at the local and regional level.

#### ESSENTIAL FUNCTIONS:

- Manage day-to-day office operations including, but not limited to, smooth operation and maintenance of computer, internet and phone systems
- Answer phones, and field or respond to messages
- Assist with email correspondence and follow up
- Pick up and process all mail, including checks, at the direction of the executive director
- Maintain and update all cloud-based data files including, but not limited to, mailing lists, minutes, and all other essential files
- In collaboration with the Executive Director and Business Manager, organize, maintain and update all of the foundation's paper files
- Provide administrative support to the executive director, the board of trustees, and sub-committees (including, but not limited to, governance, finance, and comprehensive campaign committees)
- Attend monthly meetings of the Board of Trustees and take draft minutes, to be reviewed by the executive director and submitted to the secretary of the board
- At the approval of the executive director, make all deposits and pay all bills
- Collaborate with the executive director and business manager in budget preparations, monthly budget reports, and review/maintenance of bank and investment accounts
- Assist with and attend events as assigned
- Assist with planning and management of fundraising/campaign initiatives and events as assigned
- Maintain database of foundation's donors
- Maintain the foundation's online calendar, schedule meetings, and book events
- Oversee foundation's correspondence, including donor acknowledgements, bulk mailings (annual and campaign), mail merge, and personal letters generated by staff, board, and sub-committees

- Develop and maintain positive relationships with MTRSD administration, faculty and staff as well as with donors, the public, businesses, and others to promote the foundation's visibility and advance its positive reputation
- Prepare reports, presentations, correspondence, etc., as requested by the Executive Director
- Perform other duties as assigned by the Executive Director

#### QUALIFICATIONS:

- Associate degree preferred with a minimum of 3 years' experience in high-level executive/administrative support or, in place of a degree, 8+ years of relevant experience.
- Proof of strong writing skills with the ability to accurately proofread and edit correspondence and produce sophisticated and effective emails, letters, event correspondence, gift proposals and agreements, and other communications relevant to the position
- Superb attention to detail
- Excellent interpersonal communication skills including the ability to interact effectively and create and maintain harmonious relationships with a diverse population of board members, volunteers, district staff, faculty, students, and off-campus constituents
- Ability to work effectively under pressure and varying situations with a high degree of independence and initiative, competent judgment, confidentiality, and discretion
- Advanced computer skills, including but not limited to, Microsoft Office Suite, cloud-based Google Suite, Quickbooks, Facebook, and prospect management software, with the ability to produce documents, reports, and mail merges
- Skill in maintaining the website and graphic design
- The ability to master new software applications and technologies
- Advanced expertise in the functional use of Excel (formulas, graphs, etc.) and Word are required (mail merges, report generation, etc.)
- Advanced project management and organizational skills. Excellent problem-solving skills and collaborative work style
- Highly organized, detail oriented, with the ability to work independently and efficiently in a multi-task environment to carry out assignments in a timely manner, balancing the demands of concurrent and potentially competing projects
- Must be focused, motivated to learn, and flexible to change
- Initiative, good judgment and sensitivity to confidential information required

#### TO APPLY:

The Mary Lyon Foundation is seeking a temporary, part-time Executive Assistant. The position is 20 flexible hours per week at home/in the office for 6 months with the potential for renewal. Self-starter, experienced individual needed to manage operations and programs for busy non-profit office. Some evening and/or weekend work required. Associate degree preferred with a minimum of 3 years' experience in high-level executive/administrative support or, in place of a degree, 8+ years of relevant experience. Computer competency, social media skills, working knowledge of cloud-based software applications, e.g., MS Office Suite, Google Drive and File Stream, and QuickBooks required. Sales or prospect management software experience a plus. Rolling application until position is filled. Salary commensurate with experience. Email letter of application, resume, and three professional references to [marylyonfoundation@gmail.com](mailto:marylyonfoundation@gmail.com) - For a full job description and additional information about the Mary Lyon Foundation, please visit <https://marylyonfoundation.org/>