



City Garden Montessori School Development and Executive Assistant

[City Garden Montessori School](#) (City Garden) is the only Montessori charter school in Missouri, and we are one of the highest-performing charter schools in the state. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, **public school** environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

City Garden seeks a detail-minded and strategic Development and Executive Assistant to provide expert assistance to the CEO to improve efficiency, prioritize schedules, drive fundraising workflow, and facilitate communication. Within a highly collaborative culture of radical hospitality, the successful candidate will be a dedicated and passionate team member, excited to work to support the City Garden mission, values, and community.

Organizational and Position Structure

- Reports to the CEO, providing high-level administrative support
- Builds meaningful and trusting relationships with all community stakeholders
- Facilitates positive outcomes and contributes to a high-performing organizational culture
- Coordinates communications with and for a dynamic, high-performing leadership team
- Liaises with all levels of City Garden staff, students, and board on behalf of the CEO

Responsibilities

Executive administrative duties

- Act as project coordinator for CEO initiatives and projects
- Coordinate calendar scheduling including travel, events, tours, and meetings
- Manage the CEO's communications including inbox and correspondence tracking and response
- Initiate and coordinate internal culture-building tasks, including employee gifts, social activities and retreats
- Assist with and attend City Garden events and board meetings, as needed

Fundraising and communications

- Operationalize City Garden's fundraising strategy with the CEO and external consultants
- Drive and execute donor and prospect fundraising operations
- Prepare slide decks, presentations, and funding proposals with the Chief Communications Officer
- Schedule site visits and school tours with donors and prospects

Operations and data

- Prepare and report data and dashboards
- Maintain donor data systems; compile, synthesize, track and report data across fiscal years
- Draft data narratives and impact reporting in collaboration with the Communications team

Friends of City Garden Foundation Board

- Prepare documents, presentations, agendas, and minutes and schedule board meetings
- Maintain accurate personal and professional profiles on all current board members
- Coordinate communication with and stewardship of board members.

The full job description may be downloaded [HERE](#).

Required Qualifications & Experience

- Experience in non-profit fundraising and project coordination
- Extremely well-organized; a creative self-starter, capable of handling multiple tasks and establishing priorities
- A track record as an effective communicator who is enthusiastic, articulate and persuasive, with excellent writing skills
- Proficient user of office technology and information systems (including Word, Excel, Outlook, PowerPoint, Google Suite) and donor databases
- A collaborative nature with the ability to quickly establish credibility and gain the respect and support of colleagues, donors and volunteers
- A good listener; comfortable receiving input from many sources and able to analyze and formulate diversified information into a sound, well-organized plan
- Critical characteristics include integrity, initiative, positive attitude, emotional intelligence, strong interpersonal skills and a high level of maturity and judgment

-> **It is important that you read our COVID-19 Vaccination Policy [HERE](#).**

Additional Information

- This is a full-time, 12-month, non-exempt position
- This position requires some evening and weekend hours, requiring that applicants must have schedule flexibility.

Compensation and Benefits

- The pay range for this position is \$42,000 to \$46,000 yearly, commensurate with experience
- Benefits include:
 - Generous Paid Time-off (Fall, Winter and Spring breaks, holidays, and additional days)
 - Paid Health Benefits (Medical, Dental, Vision and Life Insurance)
 - Pre-Tax savings for family health premium costs
 - Retirement Plan

Interested Applicants may apply to: jobs@citygardenschool.org

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.