



OPEN POSITION

Executive Assistant

Working at Grace Cathedral

Grace Cathedral is San Francisco's Episcopal cathedral for everyone. Our mission is to reimagine church with courage, joy and wonder in all that we do. Grace is a place of community, spiritual practice, social justice, music and the arts, offering beautiful services seven days a week and yoga on Tuesday evenings. We take courageous stands to advance environmental stewardship, citizen awareness, early education, gender justice, an end to gun violence, racial justice and care for seniors. The cathedral regularly hosts concerts, dance performances, lectures by notable figures and art exhibits throughout the year.

Position Summary

The Executive Assistant is a high-profile position that is chiefly responsible for supporting and optimizing the success of the Dean and by extension other cathedral leaders and the institution, while doing the same for the Board of Trustees and committees, and functions as a primary liaison to the Diocese of California and community partners. It is essential that the Executive Assistant embodies a welcoming and gracious presence at all times while demonstrating exceptional administrative, organizational and communication skills.

This is a regular, full-time exempt position reporting directly to the Dean. The work week is generally Monday through Friday but requires flexibility to work evenings, weekends and holidays as needed, including working on Christmas Eve and Easter.

Primary Duties and Responsibilities

- Schedule appointments for the Dean; manage the Dean's calendar in coordination with the development department; maintain records of outside speaking engagements
- Screen and respond to phone calls and voicemail messages to the Dean; monitor the Dean's email account and respond as appropriate; open and sort the Dean's mail; alert the Dean to all urgent correspondence
- Draft correspondence and reports for the Dean as needed; conduct research for the Dean's sermons and talks as requested

- Prepare, recommend and post social media content for the Dean
- Coordinate hospitality for meetings in the Dean's office, as well as for trustee and committee meetings and special receptions as requested
- Prepare credit card and expense reports for the Dean; process discretionary fund payments
- Make arrangements for Board of Trustees meetings, including committee meetings as directed; send meeting invitations and prepare meeting packets and orientation materials; record meeting minutes; maintain trustee contact information; assist with trustee social functions and mailings for the development department; maintain records of the Committee on Trustees; format and prepare documents for monthly executive committee meetings; liaise with committee chairs and help set-up meetings and prepare materials as requested
- Manage reservations and seating of honored guests for special services and events
- Record minutes of weekly chapter meetings and forward to the Office of the Bishop; support the other chapter members and directors with special projects and create and produce reports, spreadsheets, organizational charts, etc. as directed
- Collect and format semi-annual strategic plan outcomes reports from directors (November and May)
- Maintain trustees' and other constituencies' contact information in the emergency preparedness database; assist in drafting pre-scripted emergency preparedness messages
- Coordinate hospitality for monthly staff meetings and other staff events as needed
- Post open positions on online recruitment sites as requested
- Coordinate meetings and events with the Assistant to the Bishop, including guest apartment reservations, as needed
- Able to work evenings, weekends and holidays as needed
- Attend meetings and trainings as assigned
- Other tasks and duties as assigned

Required Qualifications, Skills and Experience

- Alignment with the vision, mission and values of Grace Cathedral and commitment to contribute to achieving its strategic priorities and goals.
- Minimum 2 years of experience providing executive level administrative support reporting directly to senior leadership.
- Bachelor's degree, nonprofit experience and familiarity with the Episcopal Church all highly preferred.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, etc.), Adobe Acrobat and InDesign, and experience using Raiser's Edge or similar CRM a plus
- Exceptional interpersonal skills; able to work effectively with internal and external stakeholders and partners including high profile public figures, donors and trustees, and staff at the Diocese of California and the Cathedral School for Boys.
- Demonstrated experience formatting and designing reports; proven marketing skills in developing print and digital content, including social media.
- Flexible, diplomatic, self-directed, detail-oriented, collaborative and proactive

- Excellent organizational and project management skills; able to manage and meet deadlines
- Professionalism, initiative, excellent judgment, discretion, strong work ethic, team orientation, commitment to excellence
- Criminal background clearance required post-offer.

Compensation and Benefits

Grace Cathedral offers a competitive wage and benefits package that includes employer-paid medical, dental and vision coverage for employees working more than 30 hours a week and their dependents; a generous employer-contributed retirement plan; commuter benefits; paid vacation and sick time, 11 paid holidays a year, and birthday leave.

Application Procedure

- Email cover letter and resume to jobs@gracecathedral.org
- Include position title in the email subject header.
- No faxes or phone calls.

Grace Cathedral is an equal opportunity employer.

We celebrate diversity and are committed to fostering and sustaining a welcoming and inclusive environment for all employees.