



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

EXECUTIVE ASSISTANT TO THE VICE PRESIDENT FOR SEMINARY ADVANCEMENT

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

The Executive Assistant to the Vice President for Seminary Advancement is a full-time position providing executive level administrative support for the Vice President of Seminary Advancement ("VPSA") and the Advancement team.

The Executive Assistant is an emissary for the Advancement Department within the seminary and community. The work of the Executive Assistant is comprised of (1) provide administrative support to the VPSA; (2) Advancement team; (3) oversee the event planning and management process for Seminary events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform a variety of duties to support the VPSA, of which the following are illustrative but not limited to:

Working with VPSA (50%)

- Support the overall work of the VPSA:
 - Consult regularly with the VPSA about departmental priorities, maintaining confidentiality.
 - Manage the VPSA's appointment calendar by scheduling and preparing materials for meetings.
 - Track budgets, submit credit card statements, reimbursements and purchase orders.
 - Coordinates travel and meeting registrations for the VPSA.
- Serve as staff support to the Board of Directors' Advancement Committee:
 - Prepares and maintains record of approved meeting minutes.
 - Prepares committee and board-related materials.

Support of Seminary Advancement Unit (30%)

- Provides administrative support to the Seminary Advancement Unit.
- Prepares donor-cultivation reports as needed.
- Provides primary administrative and event-planning support, including donor-appreciation, special events, alumni/ae days, Day of Giving programs, crowd-funding initiatives, and other events as needed.
- Perform general office duties such as maintaining the record keeping and filing systems; classify, sort, and file correspondence, forms, reports, and other documents; maintain records and files, often of a confidential nature; open and sort mail; prepare outgoing mail; order supplies and promotional materials, answer calls, greet and assist visitors as needed.
- Monitor email addresses and online platforms (Jenzabar; Blackbaud Fundraiser Performance Management "FPM") for various projects.



Seminary Events Management (20%)

- Manage the Seminary Advancement event planning process, to include:
 - Partner with Hospitality coordinator on campus calendar management.
 - Work with facilities, IT, and other areas of the Seminary who need to be involved with events.
 - Confirm details with the hosting departments.

- Develop and sustain relationships with vendors and off campus venues.

QUALIFICATION/REQUIREMENTS

Successful applicants should be self-starters, reliable, energetic, and produce high quality work. Excellent written communication and organizational skills and the abilities to establish priorities, handle multiple projects, and work cooperatively with others in a fast-paced team environment are crucial. Successful applicants should possess a full complement of secretarial skills, a creative approach to organizational systems, and a proven willingness to be flexible while paying careful attention to details and deadlines.

EDUCATION/TRAINING/EXPERIENCE

A bachelor's degree, along with a minimum of five (5) years, or a combination, of administrative and business experience; demonstrated organizational skills; ability to manage multiple projects and priorities and give careful attention to detail in a fast-paced, dynamic work environment.

Strong interpersonal and verbal communication skill; proven ability to handle confidential material accurately and with sensitivity; ability to work in a multi-cultural and diverse environment; work proficiently with all business software and equipment, email and other office technology.

Ability to solve problems, prioritize own work and to respond pro-actively by anticipating needs and demands of the office; make or facilitate administrative decisions in conformance to the Vice President's stated goals and directive; make independent administrative decisions on behalf of the Vice President. Must be able to relate readily with Seminary constituencies.

Experience in higher education or theological education setting is desirable.

WORK ENVIRONMENT

Business hours are 8:30 am -4:30pm, but occasionally requiring evening or weekend work according to unit needs. In office three days per week (Tuesday-Thursday); remote work two days (Mondays and Fridays).

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to be a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

Interested candidates should provide a cover letter, a complete CV or resume, names and contact information (phone and e-mail) for three references. Application materials should be submitted to careers@pts.edu.

Review of application packets will begin on May 5th; and the position is anticipated to start on June 16, 2025; however, applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.