

The Office of Development – Position Available

The McMahon Parater Scholarship Foundation is seeking an Administrative Assistant. This position will provide administrative and program support for the tuition assistance fundraising activities of the McMahon Parater Scholarship Foundation. In addition, the Administrative Assistant will be responsible for resolving donor issues and requests, interacting with the 29 Catholic schools of the Diocese of Richmond, and coordinating activities of the McMahon Parater Board of Directors. This position will also create and send thank you notes to donors and maintain an accurate database of donor correspondence; assist in design, planning and implementation of special events and/or meetings, developing agendas as directed, taking accurate minutes, and sending out meeting notes in a timely fashion; assist with preparation of Annual Reports and other publications; and answer phones, secure transportation/meeting rooms and other administrative duties as assigned. Bachelor's degree preferred with three or more years of administrative experience in a nonprofit or development setting, along with two or more years of experience in customer service. Interested candidates should send a cover letter, resume, and diocesan application to Sara Board, HR Coordinator, at jobs@richmonddiocese.org.