POSITION SUMMARY:
The Administrative Assistant to the Abbot Academy Fund works independently to support the officers and members of the board of directors; maintains all records of the Fund, coordinates all aspects of the semi-annual board meetings, and works with proposers of grants and recipients of grants throughout the process. The Assistant is responsible for maintaining the timeline for the Abbot Grant process, for processing all grant proposals and creating multiple reports for the board of directors through the FMPro database. The successful candidate must be attentive to detail, well-organized, and able to work independently.

The Assistant reports to the Phillips Academy Community Liaison to the Abbot Academy Fund, and to the President of the Abbot Academy Fund.

This is a part-time position (approximately 500 hours per year). Number of hours varies from week to week.

MINIMUM JOB QUALIFICATIONS:
Bachelor’s degree preferred with a minimum of three years as an executive assistant or office manager or the equivalent.

ESSENTIAL FUNCTIONS/PRIMARY DUTIES AND RESPONSIBILITIES:
Preparation for Abbot Grant Applications
- Maintain a time line for the grant application process and board meetings, and initiate tasks accordingly, including publicity. Update and edit semi-annually the Abbot Grant Proposal application and other forms as needed, working with the online application provider.
- Assist grant proposers and grant recipients with their questions throughout the application process.
- Process proposal applications: export data from the online application platform (Wizehive) into the AAF proposal database Filemaker Pro, and create reports as needed. Work with proposers to obtain missing faculty signatures, etc. Photocopy and mail proposals to all directors and select PA administrators.

Board Meetings
- Arrange logistics for meetings: locations, set-up, technology needs.
- Invite all former directors of the AAF to the dinner meeting.
- Arrange housing for board members as requested- coordinate with Andover Inn.
- Work with President on Agenda Items; draft schedule of events.
• Work with Treasurer on Treasurer’s Report; Secretary on Minutes; Program Chair, other committee chairs on their reports as requested.

• Send invitations to all proposers, and track responses.
• Prepare name tags for dinner attendees and other guests.
• Prepare all board meeting materials, reports and other paperwork and data reports as requested.
• Plan the order of proposer presentations at dinner meetings, dependent upon schedules of the presenters.
• Arrange meeting times for board to meet with school administrators, faculty and others.

Post Board Meeting:
• Draft letters for Program Chair notifying all proposers of board’s decisions on proposals. Send letters by email; coordinate with Program Chair on letter to Head of School.
• Prepare reports – including summary reports of proposals and grants, carryover request reports, final grant reports, and provide these reports to the board and PA administrators as appropriate.
• Work with Comptroller’s Office on new grant awards.
• Prepare and submit publicity on new awards to Gazette (faculty and staff weekly newsletter), Phillipian, Andover Website, PA Net (intranet). Update Abbot web pages with new grants.
• Request and track receipt of Acceptance of Grant Guidelines forms.

Other Duties Throughout the Year
• Work with the president, program chair, treasurer, and other members of the board as requested.
• Coordinate with Community Liaison on a regular basis.
• Maintain Historical Database of Abbot Grant Proposals/Grants. (This database is the historical record of all Abbot Grants since the inception of the program.) Query the database as needed.
• Maintain Database of Abbot Academy Fund members-current and former. Provide OAR/OAE with new information on alumnae/i involvement.
• Prepare packets of information for newly elected board members, in coordination with president and nominating chair.
• Schedule conference calls for board members and/or PA administrators as needed.
• Coordinate all requests for carryover of funds from one fiscal year into the next – referring to board for decision.
• Coordinate all requests for modification of grant purpose – referring to board for decision.
• Request and track Final Reports from all current grantees. Send reports to board members through Google Drive
• Maintain the Abbot Proposal Database throughout the year. Maintain the AAF Database of Current and Former Directors. Provide new information to OAR/OAE.
• Maintain all files of the organization - online, and paper.
• Coordinate with the PA’s Comptroller’s Office for the release of funds for Abbot Grants.
• Review periodically expenses of Abbot Grants.
• Update/edit the Abbot Academy Fund website as needed (at least semi-annually) in coordination with the Communications Department of Phillips Academy.
• Be available to students, faculty, staff to answer questions and refer to others as necessary throughout the year.
• Coordination/communication with other offices at Phillips Academy:
  Head of School’s Office
  Dean of Studies Office
  Comptroller’s Office
  Technology and Web Services
  OAR/OAE
  Business Office
  Communications
  Audio Visual

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:
• Ability to communicate effectively with others – board members, students, faculty, staff and administrators, both orally and in written communications.
• Knowledge of software programs: Microsoft Office; Outlook; FMPro Database; Google Drive. Willing to learn and execute platform for online application.

WORK ENVIRONMENT:
This position can work remotely. Must be able to be on campus occasionally to check mail, deliver reports and to make preparations for meetings. Should be available to attend board meetings as requested, and be present at board dinners.