

Executive Assistant & Development Coordinator

Organization: Order of Friars Minor Conventual – St. Bonaventure Province

Reports To: Minister Provincial (Provincial) and Director of Mission Advancement

Location: Chicago

Employment Type: Full-time, Exempt

Salary: Commensurate with experience

Benefits: Standard package for full-time employees

POSITION SUMMARY

The Executive Assistant to the Provincial & Development Coordinator provides high-level administrative, organizational, and confidential support to the Minister Provincial and his leadership team. This role requires a deep respect for and understanding of Franciscan spirituality, mission, and values, along with exceptional organizational and interpersonal skills. The Executive Assistant & Development Coordinator serves as a key point of coordination for communications, schedules, and governance processes within the Province.

KEY RESPONSIBILITIES

Administrative Support

- Support the Provincial in coordinating his iCalendar, appointments, and travel arrangements.
- Assist in coordinating meetings, retreats, and official gatherings (e.g., Chapter meetings, Definitory sessions).
- Help prepare agendas, briefing materials, and minutes for identified leadership meetings.
- Maintain organized and secure filing systems (digital and physical).

Communication & Correspondence

- Draft, edit, and manage correspondence on behalf of the Provincial.
- Serve as a liaison between the Provincial and external partners.
- Handle sensitive and confidential information with discretion.
- Assist in preparing internal communications, circular letters, and reports.
- Notarize official Province documents as needed.

Management & Coordination

- Coordinate the work of the Provincial Definitory, including preparing and organizing documentation related to leadership meetings and decisions, and maintain a system to track action items to support the Provincial in ensuring timely follow-up and completion of all Definitory decisions.
- Assist with canonical and administrative documentation as needed.
- Coordinate processes related to elections, appointments, and official records.

Development Support and Donor Coordination

- Maintain and update donor records in the Customer Relationship Management (CRM) database with accuracy and confidentiality.
- Process and acknowledge donations and pledges in a timely manner.
- Generate reports and data insights to support fundraising strategies and donor stewardship.
- Assist the Provincial and Director of Mission Advancement with donor outreach, prospect research, campaign development and tracking, along with event planning and preparation.
- Provide scheduling and administrative support to the Director of Mission Advancement.

Event & Travel Coordination

- Organize Provincial visits, canonical visitations, and inter-provincial meetings.
- Liaise logistics for retreats, assemblies, and formation events as needed.
- Manage Provincial travel itineraries, accommodations, and expense reporting and tracking.

Records & Data Management

- Maintain accurate records of friars, ministries, and key Provincial data.
- Ensure proper archiving of important documents in accordance with Order policies.
- Support reporting requirements for the Province and the wider Order.

QUALIFICATION

Education & Experience

- Bachelor's degree in administration, business, theology, or related field (preferred).
- 3–5 years of executive or senior administrative support experience.
- Experience working with nonprofits, church, or religious organizations is highly desirable.

Skills & Competencies

- Exceptional organizational and time-management skills.
- Strong written and verbal communication abilities.
- High level of discretion and confidentiality.
- Proficiency in office software (e.g., Microsoft Office, Google Workspace, Zoom, Teams, various accounting applications, etc.).
- Ability to manage multiple priorities in a mission-driven environment.

Personal Attributes

- Respect for and alignment with Franciscan values (simplicity, humility, fraternity, service).
- Cultural sensitivity and ability to work with diverse communities.
- Flexibility, patience, and a collaborative spirit.
- Capacity to work independently while supporting a communal leadership model.

Working Conditions

- Occasional evening or weekend work may be required.
- Travel may be required for Provincial events and meetings.
- Work is performed in an office environment with regular interaction with religious and lay collaborators.

MISSION INTEGRATION

The Executive Assistant & Development Coordinator is expected to be a Catholic in good standing who supports and embodies the mission and charism of the Province of Saint Bonaventure and the Conventual Franciscan Order, while also fostering a spirit of service, respect, and Gospel-centered leadership in all interactions and responsibilities.

JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties assigned including the ability to lift to 20–30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time and occasionally climb stairs.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of Saint Bonaventure Province. Saint Bonaventure Province will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.

To Apply

Please email your cover letter and resume with the subject line “Executive Assistant” to:

Jennifer Georgis

Director of Mission Advancement

missionadvancement@franciscancommunity.org