

CATHOLIC SCHOOLS CENTER OF EXCELLENCE

POSITION DESCRIPTION

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| Position Title: | Excellence Manager |
| Reports to: | Director of Excellence |
| This position is: | Part-Time – Contractor 1099 |
| Date: | October 15 th , 2024 |
| Hours hired to work: | 20-30+ hours per week |

About the Catholic Schools Center of Excellence: The Catholic Schools Center of Excellence (CSCOE or the Organization) is a 501(c)(3) non-profit organization that has been in existence since 2015. CSCOE has a two-fold mission: to enhance excellence and increase enrollment in Catholic preschool through eighth grade schools. When formed in 2015, CSCOE's support focused on schools within the Archdiocese of St. Paul and Minneapolis. Having demonstrated success within the Archdiocese, CSCOE's focus broadened in 2022 to encompass all of Minnesota. Potentially unlimited growth beyond Minnesota is projected for the future.

Purpose of Position: The Excellence Manager for CSCOE's Excellence team provides professional support. The position ensures a continuous, seamless flow of accurate information within CSCOE's Excellence team while working proactively to anticipate needs and provide innovative solutions. The position acts as a point of contact for the Excellence Department and maintains the Salesforce program documentation. To make the organization scalable to a national level, all roles within the Organization must heavily leverage advanced technology, especially AI, to do much more for far less in the shortest amount of time possible.

Duties and responsibilities:

1. Leverage technology to a high degree, including but not limited to expertise in engineering AI prompts for maximum productivity and impact.
2. CORE COMPETENCY: Enter all program and schools programming data into Salesforce.
3. CORE COMPETENCY: Reconcile budgets for each program offering monthly with the Director of Finance.
4. CORE COMPETENCY: Assist with planning and execution of Excellence events.
5. Maintain strict confidentiality in respect to schools participating in Excellence programming, future program planning, financial reports, and any other information requiring discretion.
6. Design reports and dashboards to track various school program participation for use of data tracking success Excellence initiatives and programs.
7. Assist with and produce necessary reports, minutes, and other materials as requested by CSCOE President.
8. Produce reports and mailing lists for solicitations, events, and correspondences.
9. Assist with prospect research and creation of new innovations and potential partnerships as requested.
10. Maintain Excellence calendar.

11. Assist in preparation of annual impact report, Good News newsletter, and other Excellence communications.
12. Assist with scheduling of meetings and related Excellence activities.
13. Other administrative duties as assigned.
14. Assist in helping schools directly with Excellence program initiatives.

Qualifications

1. Commitment to Catholic education; direct experience preferred.
2. Bachelor's degree or equivalent combination of education, training, and experience working collaboratively with teams.
3. Digital marketing and social media management experience.
4. Two years' experience in a dynamic office environment, with administrative management responsibilities.
5. At least one year experience with relationship-management system. Knowledge of Salesforce preferred.
6. Ability to manage and interpret data. Compile, assess, and report school-level data and manage organization profiles.
7. Executes independent action and organizes own work.
8. Accomplishes responsibilities with minimum supervision.
9. Meets established deadlines with ability to handle multiple projects.
10. Keeps abreast of new technology and changes in office and records administration.
11. Exudes positivity and energy and visibly displays behaviors congruent with leadership-level values and performance expectations.
12. Flexible and able to respond to multiple demands.
13. Strong organizational, administration, and interpersonal communication skills, and attention to detail.
14. Works closely with Excellence team to facilitate quality communications and information sharing while maintaining a high level of confidentiality.
15. Works well in the integration of technology, data management tools, and integrated IT platform systems to qualify and quantify work.
16. Technology literate (computer, office equipment, mobile communications), including aptitude with Microsoft Office, Excel, PowerPoint, etc.
17. Familiar with and willing to leverage AI in all elements of the job.
18. Experience in design and content development for various mediums.
19. Able to exercise sound judgment, and work in a professional and ethical manner.
20. Proficient in use of technology tools (such as Canva) to create flyers, newsletters, presentations, etc.
21. Excellent oral and written communication skills.

To Apply

Please send a cover letter, resume, and three references to Pam Richards at pamrichards@cscocoe-mn.org.