



Job Description:
Executive Administrator to the President/CEO

Reports to: President/CEO

About UMHEF

The United Methodist Higher Education Foundation is a non-profit organization with a grand vision of making it financially possible for qualifying students to attend United Methodist-related colleges, universities, and seminaries. Annually, the foundation awards upwards of \$2 million in scholarships. The foundation partners in many ways with members, clergy, and leaders of The United Methodist Church, though it is not affiliated with any church agency. UMHEF offices are located in Nashville, TN. Learn more at <https://umhef.org>.

General Scope

The Executive Administrator to the President/CEO upholds the mission and vision of UMHEF by providing high-level executive and administrative support to the President/CEO and ensuring the smooth operation of the Office of the President. The role serves as a key liaison between the President/CEO and trustees, officers, staff, donors, vendors, and external partners. Responsibilities include both strategic and operational tasks, including executive support, office management, donor and database administration, meeting and event coordination, and Board support.

All responsibilities are carried out in close coordination with the President/CEO, unless otherwise noted.

Required Skills and Qualifications

1. Demonstrated knowledge and experience in executive support and administrative management, including office operations, workflow coordination, and task prioritization.
2. A dynamic individual with a commitment to the mission and ministry of UMHEF and a working knowledge of The United Methodist Church, including its agencies, organizations, and institutions.
3. Exceptional discretion, judgment, and initiative, with the ability to handle confidential information appropriately.
4. Personal maturity, integrity, and strong interpersonal skills.
5. Excellent written and verbal communication skills, with the ability to interact effectively with all levels of Foundation constituents, UMC leaders, and external partners.
6. Highly proficient in Microsoft Word, Excel, and Outlook; familiarity with Blackbaud Raiser's Edge or similar database systems is a plus.

7. Strong problem-solving skills, with the ability to anticipate issues and implement effective solutions.
8. Commitment to teamwork and collaborative work with staff, trustees, donors, and vendors.
9. Demonstrated organizational and consultative skills, including coordinating office systems, managing vendors, and supporting multiple projects simultaneously.

Responsibilities and Essential Functions

1. Executive and Administrative Support

- Coordinate the President/CEO's calendar and appointments, including donors, board members, and other constituents.
- Professionally handle mail, phone calls, and correspondence with discretion.
- Draft letters, contracts, agreements, proposals, and other communications.
- Prioritize duties and projects, manage deadlines, and ensure follow-through to successful completion.
- Manage special projects and research as requested.
- Maintain and organize office supplies and contracts and ensure an efficient, well-functioning office environment.

2. Gift and Donation Management

- Accurately receive, record, and acknowledge gifts and donations in Blackbaud Raiser's Edge (from donors and funding partners – ie. Annual Conference Foundations with UM Dollars for Scholars matches)
- Prepare and send acknowledgment letters to donors.
- Prepare bank deposits and coordinate with the Controller to ensure financial accuracy.
- Post transactions from Raiser's Edge to Financial Edge software.
- Ensure adherence to all gift-processing policies and procedures, as directed by the President/CEO and external auditors.

3. Database Administration

- Serve as the administrator for the Blackbaud Raiser's Edge donor database.
- Manage data entry of information from scholarship applications.
- Generate custom reports and extract data for mailings, annual reports, and internal reporting.
- Provide staff training and support to ensure effective use of the database.
- Ensure accurate reporting of fundraising transactions and data.

4. Communications and Public Relations Support

- Assist the Director of Communications and PR with administrative tasks related to public relations initiatives.
- Place orders for collateral pieces and prepare mailings, including the annual promotions package to UM schools.

- Maintain and update contact lists for foundations, schools, UM offices, and other key stakeholders.
- Collect and organize scholars' thank-you notes and updates.
- Provide logistical support for public relations events as needed.
- Support the President/CEO's communications with trustees, including preparing folders or materials for visits and sending acknowledgments such as birthday cards.
- Schedule meetings (in-person and virtual) and maintain updated trustee contact information and related documents.

5. Meeting and Event Coordination

- Arrange logistics for all official Foundation meetings, including Board, committee, and other gatherings.
- Manage housing, transportation, meals, breaks, and room setup.
- Draft and negotiate facility contracts and coordinate plans with facility staff.
- Serve as on-site coordinator during meetings and events.
- Assist with large fundraising events and galas, from planning with steering committees to execution.

6. Board of Trustees Support

- Provide executive support for Board and committee meetings, including travel and on-site coordination.
- Maintain official records, bylaws, and other archival materials.
- Ensure compliance with applicable rules, regulations, and bylaws regarding Board matters, including distribution of materials and notices.
- Serve as recording secretary for Board, Executive Committee, and other committee meetings as needed.

7. Other Duties

- Perform other tasks and special projects as assigned.

How to Apply

Interested candidates should submit a resume and cover letter **by February 13, 2026** to:

Rev. Cara Stultz Costello
 United Methodist Higher Education Foundation President/CEO
 Email: costultzcostello@umhef.org

Please include salary expectations in your cover letter. Compensation is commensurate with experience.

Screening Interviews: Wednesday, February 18 and Thursday, February 19

Anticipated Start Date: April 2026