

# Executive Support & Operations Specialist

**Full-Time | Permanent | Onsite (Saint Paul)**

## About Aim Higher Foundation

The Aim Higher Foundation seeks to ensure that all children can access the life-changing benefits of a Catholic school. Through our scholarship programs, we provide tuition-assistance to 2,900 children from families with demonstrated financial need.

The Aim Higher Foundation's core values state that we are "people for others with focus, integrity, and attention to detail." Team members are committed to putting people first, serving others, earning trust, and staying focused on our mission.

## Position Summary

The Aim Higher Foundation seeks a highly organized, service-minded Executive Support & Operations Specialist to serve as the operational backbone of our office and a trusted administrative partner to the President.

This role is ideal for someone who takes pride in creating welcoming environments, empowering teammates to excel, and ensuring smooth, efficient day-to-day operations. The successful candidate will demonstrate advanced office technology proficiency, exceptional attention to detail, and the ability to anticipate the needs of both the President and a growing organization.

For school leaders, donors, scholar families, and friends, the Executive Support & Operations Specialist is often the first point of contact for the Foundation. As such, this role is critical to ensuring a consistently positive and professional experience for our most important stakeholders.

## Key Responsibilities

### Office Management

- Welcome and direct all incoming visitors, calls, and inquiries.
- Own and steward the office environment, maintaining a workspace that reflects our core values and increases team effectiveness.
- Oversee day-to-day office operations, including mail and package distribution, supply and equipment management, vendor coordination, and facilities oversight.
- Establish and maintain organized administrative systems—both digital and physical—to ensure secure, accessible, and well-managed records and shared resources.
- Anticipate operational needs and proactively identify and implement improvements to systems, processes, and workflows.

## **Executive & Leadership Support**

- Provide high-level administrative support to the President, including calendar coordination, meeting logistics, correspondence, and document preparation.
- Ensure meeting materials are accurate, complete, and distributed on time.
- Support leadership team members with administrative and operational tasks as needed.

## **Finance, Compliance & Administrative Support**

- Receive, track, and enter invoices for processing; support bill pay and vendor documentation.
- Assist staff with credit card receipts and reimbursement submissions.
- Process donations and coordinate with staff to ensure timely and accurate donor acknowledgements.
- Support internal controls and compliance by maintaining accurate records and following established procedures.
- Assist with audits, reporting preparation, and year-end administrative processes as needed.

## **Organizational Support**

- Support technological needs across the team to ensure smooth operations.
- Assist with special projects and events that advance the Foundation's mission.
- Uphold confidentiality and professionalism in all aspects of the role.

## **Qualifications & Attributes**

The ideal candidate embodies the Aim Higher Foundation's core values in all things. They also:

- Take ownership of helping leaders and teammates succeed.
- Possess power-user proficiency in Microsoft Office and Google Workspace (advanced mail merges, pivot tables, complex data management, automation), along with experience in AI tools and financial systems such as donor databases and Bill.com.
- Demonstrate the ability to build systems that increase organizational efficiency and meaningfully expand the President's capacity to lead.
- Bring executive-level support experience marked by discretion, sound judgment, and independence in high-trust environments.
- Provide examples of technical troubleshooting and continuous workflow improvement.
- Exhibit exceptional attention to detail, communication skill, and integrity when handling confidential and financial information.
- Be physically able to lift, push, and/or pull up to 50 lbs.
- Conversational Spanish a plus

## **Position Details**

- This is a full-time (40 hours per week), 5 days per week, in-person position located in St. Paul, MN.
- The starting salary range for this role is \$48,000-\$60,000. This range represents a good faith estimate based on the responsibilities of the role and internal equity considerations.
- Benefits include generous PTO upon hiring, health insurance and, after 12 months of employment, access to a SimpleIRA retirement plan.

## **Application Process**

To apply, please submit a resume and cover letter addressed to the President of the Aim Higher Foundation. Combine both documents into a single PDF and email them to [info@aimhigherfoundation.org](mailto:info@aimhigherfoundation.org).