



XAVIER
JESUIT ACADEMY

EXECUTIVE OPERATIONS COORDINATOR JOB DESCRIPTION

Open Position: Executive Operations Coordinator

The Executive Operations Coordinator strengthens the effectiveness of the President and Leadership Team by coordinating executive operations, board governance processes, academic compliance workflows, and cross-functional initiatives.

This role exists to increase institutional capacity and ensure disciplined execution of leadership priorities. The Executive Operations Coordinator protects leadership team time, supports structured communication with families, and helps maintain operational excellence as the school grows.

The ideal candidate is proactive, systems-oriented, emotionally intelligent, and aligned with the Catholic and Jesuit mission of Xavier Jesuit Academy.

Position Type: Full time, 12 months

Start Date: March 2026

Equal Employment Opportunity: Xavier Jesuit Academy is an equal opportunity employer.

About Xavier Jesuit Academy (XJA)

XJA is a scholarship-funded Catholic, Jesuit Nativity-model school for boys in the Bond Hill neighborhood of Cincinnati, Ohio. Serving students from historically under-resourced communities, XJA provides a rigorous, faith-based education and is expanding annually to serve grades three through eight. XJA's mission is "Preparing young men to be leaders and 'Men for Others' through disciplined academic preparation for life, in the Catholic and Jesuit tradition, while enriching their families and communities."

The [Midwest Province of the Society of Jesus](#) (Jesuits) sponsors XJA as an independent Catholic school.

Core Responsibilities

Reports to President

- Support Principal + Advancement in defined lanes
- President sets priorities when conflicts arise

Executive & Governance Support (Office of the President)

- Serve as primary administrative liaison to the President.
- Coordinate and manage the annual Board of Trustees calendar.
- Prepare and distribute Board and committee meeting materials, including agendas, presentations, and supporting documentation.
- Track governance action items and ensure timely follow-through.
- Maintain confidential records, institutional policies, and official documents.
- Draft correspondence, reports, and briefing materials as requested.
- Manage institutional calendar and significant operational deadlines.
- Coordinate travel arrangements and logistics for meetings and events as needed.

Academic & Operational Coordination (Office of the Principal)

- Manage and maintain the master academic calendar.
- Coordinate admissions record collection and organization.
- Maintain and track Ohio EdChoice compliance documentation and related family paperwork.
- Oversee tuition processing workflows, documentation, and payment tracking in collaboration with the school's accounting partners.
- Serve as the primary administrative contact for tuition, fees, and required financial documentation, communicating clearly with families and addressing questions with professionalism, discretion, and a solutions-oriented approach while ensuring consistent application of school policies in a respectful and mission-aligned manner.
- Provide structured clerical and programmatic support to academic office as needed.
- Maintain organized records and ensure operational documentation is current and accessible.
- Coordinate with third-party HR and accounting partners to ensure proper documentation, onboarding materials, and compliance records are completed and maintained.

Advancement Operations Support

- Manage and maintain the Advancement fundraising calendar to ensure alignment with institutional priorities.
- Coordinate logistics for donor and volunteer meetings.
- Help plan and execute donor cultivation events and volunteer gatherings with professionalism and attention to detail.
- Prepare meeting materials and support documentation for advancement engagements.

Institutional Operations & Project Coordination

- Maintain a comprehensive knowledge of XJA's operations, policies, and procedures and ensure adherence to established processes.
- Track time-sensitive initiatives and cross-functional projects.
- Anticipate needs and proactively identify workflow improvements.
- Perform other duties as assigned in support of the school's mission and growth.

Qualifications

- Bachelor's degree preferred (Associate degree or equivalent experience considered).
- Minimum of 3+ years of experience in executive administration, nonprofit operations, school administration, or similar professional environments.
- Demonstrated experience supporting senior leadership in a confidential and fast-paced setting.
- Strong written and verbal communication skills.
- Exceptional organizational and project management abilities.
- Ability to prioritize multiple initiatives while maintaining composure and professionalism.
- Proficiency in Microsoft 365, Adobe Acrobat, and ability to learn new systems.
- High level of discretion and confidentiality.
- Demonstrated understanding of and willingness to embrace the Catholic and Jesuit mission of Xavier Jesuit Academy.

Personal Characteristics

- Mission-aligned and values-driven
- Systems thinker with strong attention to detail
- Proactive and anticipatory
- Calm and solution-oriented
- Professional presence and strong interpersonal skills
- Able to function both independently and collaboratively

General & School-Wide Engagement:

- € Participate in school meetings, professional development, spiritual retreats, Jesuit Schools Network cohort meetings and gatherings, and NativityMiguel Coalition cohort meetings and gatherings
- € Uphold and support Jesuit education standards outlined in [*Our Way of Proceeding: Standards and Benchmarks for Jesuit Schools in the 21st Century Second Edition*](#)
- € Represent XJA's mission, its students and families, its personnel, the Jesuits, the Catholic Church, and the local community of the school consistent with our values in all professional interactions

Compensation & Benefits

- Salary range: \$55,000 – \$65,000 annually, commensurate with experience and qualifications.
- Xavier Jesuit Academy offers a competitive benefits package and a mission-driven work environment committed to professional growth and collaborative leadership.

Work Environment

- Hours of Work: In-person generally Monday - Friday; Weekend hours and extended hours during weekdays according to needs.
- Physical Requirements: Light physical activity, including occasional lifting or moving of items (10–25 lbs)

How to Apply

Send cover letter and resume to:

employment@xavierja.org

The Xavier Jesuit Academy school recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Xavier Jesuit Academy school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

