



Knights of
Columbus®



ASSOCIATE DIRECTOR OF EXECUTIVE AFFAIRS

December 30, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

We are men on a mission. In a world that has forgotten the value of brotherhood, we seek it out. Together we grow in faith and put our hands to work to heal what's broken and point the world to Jesus Christ. We follow the example of Blessed Michael McGivney to become the men God calls us to be. Our goal is to help men, their families, and their parishes grow closer to Christ. Through our programs and resources, we provide opportunities to live and spread the Catholic faith.

With 2.1 million members around the world, we have been investing our time, effort and resources into our values of charity, unity, fraternity and patriotism since 1882. We come from many places, backgrounds, and stages in our lives, but we are all of one faith.

Charity is at the heart of our work and our faith — and it always has been. For the Knights of Columbus, charity means supporting a virtually boundless variety of projects. Our commitment to charitable service is just one of the many ways that we express our Catholic faith. We're here to build a daily bridge back to what matters, for our members and fellow Catholics.

Position Description:

The Associate Director of Executive Affairs ensures the smooth and efficient operation of the Executive Office of the Supreme Knight, the highest-ranking officer in the organization. This role oversees high-stakes communications, complex scheduling, governance processes, and executive workflows while leading the Executive Office's administrative team. Confidentiality and discretion are paramount: the position handles privileged information involving members, employees, trustees, and external partners, demanding sound judgment and the highest level of professionalism.

This is an **onsite** (5 days per week) position at the Executive Office and international headquarters located in New Haven, CT, which oversees worldwide operations, the insurance company, and provides administrative support for local Knights of Columbus councils.

Core Responsibilities:

- Serve as primary administrative support for Supreme Knight, managing his daily calendar.
- Ensure the smooth and timely execution of the Supreme Knight's daily schedule when he is in the office, to include ensuring meetings begin and end as close to the pre-arranged schedule as possible.
- Orchestrate complex scheduling, prioritization, and daily briefings; anticipate needs and prepare materials.
- Draft, edit, and proof high-visibility communications, memos, and presentations.
- Coordinate travel, guest protocols, and confidential correspondence.
- Maintain the annual events calendar; prepare agendas, board books, minutes, and resolutions.
- Ensure timely distribution of materials and compliance with bylaws/policies.
- Support Board/Committee Chairs; coordinate board member onboarding, evaluations, and records management.
- Steward the secure document repository; enforce version control and archival standards.
- Lead the Executive Office administrative team (Executive Administrative Assistants): goal setting, supervision, evaluations, and professional development.
- Standardize and continuously improve standard operating procedures (SOPs), templates, and service levels for scheduling, intake, routing, and follow-up. These SOPs also serve as a reference for all administrative positions to ensure consistency and alignment across administrative support functions.
- Manage sensitive data in alignment with privacy expectations and institutional policy.
- Serve as liaison between EOSK and the Executive Team, Board Members, and external stakeholders.
- Plan and execute executive meetings and retreats. Manage logistics, hospitality, and technology.
- Coordinate high-profile visits and special projects

- Monitor workflow bottlenecks and implement process improvements.
- Identify governance/operational risks; propose mitigations and ensure documentation.
- Complete ad hoc projects, including personal errands, travel support, and family-related tasks.

Essential Competencies:

- Professionalism
- Personal accountability
- Collaboration and teamwork
- Communication
- Flexibility and adaptability to change
- Service to customers and clients
- Proactive

Required Skills, Education, & Experience:

Skills:

- Demonstrated mastery of complex scheduling, workflows, and confidential communications.
- Excellent writing/editing; impeccable judgment, tact, and discretion.
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Power BI) and document management systems.
- Ability to manage competing priorities in a fast-paced environment; proactive, detail-driven, service-oriented.
- Known for forging connections and building strong, collaborative relationships with team members and stakeholders.
- Receptive to direction, with a flexible and forward-thinking approach to problem-solving.
- Strong attention to detail and ability to work independently.
- Strong organizational and time management skills, with the ability to prioritize effectively.

Education & Experience:

- Bachelor's degree required.
- 5+ years of progressively responsible executive office support (C-Suite background preferred).
- Familiar with the hierarchy of the Catholic Church, as well as ecclesiastical roles, titles, and forms of address. Strong background of and understanding of the Church.

Physical Demands:

- Must be able to remain in a stationary position for the majority of the workday.
- Ability to travel as needed.

Travel: Approximately 2%. Ability to travel when needed.

Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: February 15, 2026

(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Ken Rowe
Vice President CAO
Catholic Recruiter Associates
KenR@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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P.O. Box 967
Ridgefield, CT 06877

Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com