

JOB DESCRIPTION:

Executive Assistant to the
President/CEO and SVP/CDO

JEWISHCOLUMBUS

ABOUT:

This is an amazing time to join JewishColumbus. We are five years into an integrated partnership of the Jewish Federation of Columbus and the Columbus Jewish Foundation. Our annual campaign brought in over \$6MM in FY 2022 and our Foundation holds \$145MM in assets. We are the community convener; we respond to crisis and ensure a strong future for the Columbus Jewish community through robust and trusting partnerships with local Jewish agencies and synagogues. We are innovative. We are inclusive. We challenge the status quo and strive to be at the forefront of trends within the Jewish and non-profit communities. Work for an organization where your time and talent will be valued, and your voice will be heard.

THE ROLE:

This role is for an innovative, diligent, tenacious assistant, dedicated to service and excellence, looking to leverage their experience and expertise to build and elevate the work of the senior executive team for a growing non-profit. The Executive Assistant will provide comprehensive administrative support to the President / CEO and SVP / Chief Development Officer (CDO), manage activities within the Leadership Team as needed and support their respective internal and external engagements, especially with donors and other key stakeholders.

The Executive Assistant will coordinate correspondence and communications, calendars, travel arrangements, expense reports, meeting agendas and materials, notes, briefings and presentations, among other responsibilities. The ideal candidate will proactively identify and respond to the needs of both the CEO and CDO, anticipating next steps and driving efficiency. This role is critical in driving the mission of JewishColumbus forward every day.

The Executive Assistant demonstrates a positive, solutions-oriented approach to every situation, expert organization and communication skills and meticulous attention to detail. The successful candidate will establish a professional, direct, and confidential rapport with the CEO and CDO and supportive, collaborative relationships with other leaders and colleagues.

JOB TITLE: Executive Assistant

JOB CLASSIFICATION: Salary / Exempt

REPORTS TO: President / CEO and SVP / CDO

SPAN OF CONTROL: individual contributor

SCHEDULE: Monday – Friday during core business hours of 8:45 a.m. – 5 p.m., in addition to occasional early morning, evening and weekend duties

TRAINING: Onsite in the JewishColumbus office at 1175 College Ave.

LOCATION: Primary work location is the JewishColumbus office, with occasional remote work opportunities

TRAVEL: occasional local travel and driving required to support business needs

RESPONSIBILITIES:

Provides direct executive support to the CEO and CDO

- Ensures strict confidentiality of privileged and sensitive information

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- Serves as concierge in the office for meetings hosted by the CEO or CDO; this can involve the shopping for and restocking of refreshments, coordinating, staging and cleaning up catering, setting up meeting spaces and returning them to good order afterwards
- Manages CEO and CDO calendars, including scheduling/arranging meetings, booking meeting rooms, and sending invitations and reminders when needed
- Coordinates executive travel, hotel, and car reservations
- Tracks CEO and CDO expense receipts and prepare monthly expense reports

Leads CEO and CDO internal and external communications

- Assists with initiating and receiving correspondence (phone, voicemail, mail), responding when needed; bringing action items forward to appropriate individual's attention
- Respond to the CEO's incoming telephone calls, perform necessary follow up and communicate with the Leadership Team on sensitive and/or confidential issues received
- Proactively contributes to office and organizational activities to ensure an efficient and cohesive team environment

Manages documents and meetings for the CEO & CDO

- Collects, tracks and distributes agenda items and supporting materials for meetings run by the CEO and CDO
- Maintains records of meeting agendas, actions items and results and, when appropriate, attends meetings to take notes and manage follow up
- Accurately reviews, proofreads, and assists with any materials, including documents, reports, memos, briefings, presentations, forms, and other items, ensuring accuracy and completeness

Serves as a project manager and concierge for donor relations

- Interacts and communicates with major donors frequently on behalf of the CEO and/or CDO
- Updates donor records and runs reports from database as needed
- Manages special projects as assigned, which may include planning and coordinating presentations, disseminating information, research and collecting data

COMMITTEE RESPONSIBILITIES: provides direct and indirect administrative and audio/visual (A/V) support the Board of Trustees, the Executive Committee, and to additional Financial Resource Development (FRD) committees as needed.

QUALIFICATIONS:

Seeking individual with a diverse range of experience who enjoys managing complex situations and has the initiative, skills, and sensitivity needed to support our executive leadership, organizational culture and values.

- Entrepreneurial spirit with a take charge, self-starting attitude
- Strategic thinker cultivating a growth-oriented environment
- Excellent oral and written communicator
- Strong proficiency with Microsoft Office Suite
- Exhibits customer service focused behavior and possess integrity for maintaining confidential information
- Ability to interact with high-level/major donors
- Strong organizational skills, effective multi-tasker, and ability to meet deadlines
- Capable of building trust and working in partnership staff to achieve results

MINIMUM QUALIFICATIONS:

- High school diploma/GED

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- Must have reliable transportation to be used for work purposes
- Team player with demonstrated initiative and problem-solving skills
- Ability to work in an in-person office environment with the potential to work remotely at times
- Ability to lift and carry up to 25 pounds
- Must be able to work off-shift hours including nights and weekends, as needed
- Willingness to partner with professional staff to achieve overall organizational goals
- High degree of professionalism in any setting
- Strong work ethic and purpose-driven commitment to the mission of JewishColumbus

PREFERRED EXPERIENCE:

- 5+ years' experience in executive assistant position or equivalent combination of relevant education, experience and skills required
- Well organized with a high level of detail orientation

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent customer service skills and professional presence, whether in-person, on the phone or in virtual meetings
- Excellent written and verbal communication skills
- Strong knowledge of basic office computing, including MS Office (Outlook, Word, Excel, PowerPoint, Teams), Zoom and basic database skills
- Proficiency with scheduling meetings and managing multiple calendars
- Ability to effectively communicate and collaborate with individuals at all levels of the organization, including but not limited to executives, staff, lay leaders and donors
- Ability to act proactively, respond promptly and anticipate needs of executive team members
- Ability to handle confidential information discretely
- Ability to manage multiple tasks, meet critical deadlines and work in a fast-paced environment
- Ability to adapt/learn new computer software, audio visual equipment and business processes

SCHEDULING REQUIREMENTS:

Must be available to work in person Monday – Friday during core business hours of 8:45 a.m. – 5 p.m., in addition to occasional early morning, evening and weekend duties.

TO APPLY:

Please email resumes to talent@jewishcolumbus.org.

The preferential application deadline for this position is: Friday, March 3, 2023.