



JOB DESCRIPTION
Executive Assistant
FY20

ABOUT US

The Jewish Federation of Greater Washington envisions an open, connected, and vibrant Jewish community that cares for each other, fosters Jewish learning and journeys, embraces Jewish peoplehood and Israel, and acts as a force for good in the world. As a mission-driven non-profit organization, we work to inspire, build, and sustain vibrant Jewish life in a changing world by mobilizing our community in common purpose, intentional innovation, and effective action. Learn more at shalomdc.org.

SUMMARY

The Executive Assistant (EA) works in support of and in partnership with our Chief Executive officer (CEO) and Chief of Staff (COS) and works closely with Federation's senior professional and lay leaders. The Executive Assistant is often the first point of contact to our CEO and will assist in providing collaborative support of his activities and operations. The successful candidate will thrive in a team environment, focus on the relationship management side of customer service, perform well under pressure and possess expertise and ease in juggling multiple tasks simultaneously. Given the nature of the position, our EA must have significant professional experience supporting high level executives, excellent verbal and written communication skills and superior judgment and discretion.

PRINCIPAL RESPONSIBILITIES

Support the Offices of CEO and COS

- Serve as first line of contact for the Office of CEO, serving as gatekeeper for CEO & COS
- Proactively manage schedules, including liaising with Financial Resource Development (FRD) team and key volunteer leadership to set meetings, prepare CEO with briefings in advance of donor meetings, and manage donor follow-up
 - Coordinate regular meetings between CEO, COS and Board President, and other lay leadership
 - Coordinate meetings with Agency Executives Council, including meeting notifications, reminders, attendance, catering and other logistics
 - Schedule and organize meetings, providing notice to attendees and ensuring the CEO/COS are properly prepared
 - Coordinate travel for CEO and COS
 - Maintain CEO and COS's expense reports
- Support efforts to assure the satisfaction of key donors and lay leadership
 - Proactively manage key donor relationship touchpoints by CEO, including acknowledgement of lifecycle events and calendaring regular check-ins
 - Assist CEO and COS in updating CRM with interaction information
- Organize and maintain communication flow from the Executive Office
 - Sort and manage incoming mail (reading, prioritizing, responding to, and redirecting as needed) for CEO, COS and 'office of' accounts

- Respond to CEO and COS phone inquiries, redirecting inquiries that are more appropriately handled by others, taking telephone messages when appropriate
- Support Governance functions
 - Work closely with Leadership Coordinator on logistics for Executive Committee meetings
 - Coordinate with Events Team to prepare for Board meetings and Agency Executive & Presidents meetings
 - Serve as back up for taking minutes at Executive Committee and Board meetings
 - Support correspondence with Board, Executive Committee, Agency Executive & Presidents and Agency Executives Council
 - Maintain RSVP lists for Board and Executive Committee meetings
 - Collect, copy and distribute materials for Board and Executive Committee meetings
 - Greet Board and Executive Committee members, distribute name tags, maintain table tents
 - Maintain and catalogue conflict of interest forms
 - Update and maintain Board and Executive Committee lists in Customer Relationship Management software system
 - Distribute governance contact list from CRM weekly
 - Draft correspondence and reports, including emails to Board and Executive Committee outside of normal meeting governance items, including updates on programmatic areas and other items
- Provide administrative support to Center for Jewish Leadership & Learning team
 - Coordinate with facilities team and/or events team on meeting logistics
 - Prepare meeting materials as necessary
 - Manage contact with ASL interpreters and request for meetings, as needed; send interpreter meeting materials (agenda, handouts, flyers, etc.) to help prepare them
- Research and other special projects
- Other duties as assigned, including those in support of the Federation campaign

REQUIREMENTS:

5-7 years of experience supporting the administrative needs of senior level executives

Exceptional communication skills, written and verbal

Excellent computer skills - Microsoft office suite including advanced skills in PowerPoint and Excel, and the ability to learn and adapt to new technology (we love technology!)

Outstanding customer service and relationship building skills

An accomplished puzzle solver' - the ability to connect the dots to resolve conflicts and make schedules hum!

Must be able to work both as a member of a team and independently

Knowledge of the local area and the Greater Washington Jewish Community a plus

Nonprofit experience a plus

Experience working within a CRM a plus

To apply for this exciting opportunity, please submit your resume and cover letter to jobs@shalomdc.org using subject line "Executive Assistant FY20"