

## **JOB DESCRIPTION**

**TITLE: Administrative Associate**

**DEPARTMENT:** Philanthropy / Foundation

**REPORTS TO:** Chief Foundation Officer/Chief Philanthropy Officer

**CLASSIFICATION:** Full-time, Non-exempt

**OVERVIEW:** Jewish Federation of Greater Atlanta continues to build a diverse team of highly motivated individuals to create a strong community of philanthropy and engagement. Federation seeks candidates who are motivated, have a positive attitude, and thrive in an inclusive, dynamic environment.

**PRINCIPAL FUNCTIONS:** The Administrative Associate will provide support to two teams: the Foundation team and the Philanthropy team. In addition, he/she/they will assist with overall Federation administrative responsibilities. A positive self-starter, this person will utilize strong written and verbal communication skills to interact with fellow professionals, board members, donors and fundholders.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

### ATLANTA JEWISH FOUNDATION

- Assist Chief Foundation Officer with scheduling and various administrative projects
- Provide support for board, foundation operations committee, investment committee, supporting organization and other internal and external meetings: manage scheduling and invitations, Zoom logistics, track RSVPs, assist with PowerPoint presentations, prepare meeting minutes
- Send birthday, condolence, and holiday cards to fundholders
- Set up orientation meetings with fundholders, advisors, etc.
- Data entry and management and pull lists for mailing and other projects
- Assist with events for department
- Back up for Donor Services Associate role
- Assist Foundation team members with correspondence, reporting and other administrative items
- Other Foundation tasks as needed

### PHILANTHROPY TEAM

- Assist Chief Philanthropy Officer with scheduling and various administrative projects
- Provide support for Campaign Cabinet and Philanthropy Advisory Committee: manage scheduling and invitations, Zoom calls, track RSVPs, assist with PowerPoint presentations, prepare meeting minutes
- Send birthday, condolence, and holiday cards to donors
- Assist with execution of donor events
- Assist Philanthropy team members with mailings to donors including pulling lists and data entry
- Assist Philanthropy team members with donor reports and analysis
- Back up for Donor Services Associate role

### OTHER / OVERALL FEDERATION SUPPORT



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- Back up reception for answering incoming calls/check Federation voicemail, directing callers to the appropriate Federation professional to ensure their questions are resolved
  - Provide superior customer service, communication, and quick response time to internal and external customers
  - Develop positive relationships with colleagues, donors, tenants and community members
  - Analyze and make suggestions to continually improve efficiency
  - Promote the mission of Federation at all times through superior customer service to internal and external customers and the efficient care and use of all resources
  - Maintain confidentiality of all donor and fundholder information
  - Other duties as assigned

**QUALIFICATIONS:** Bachelor's degree or equivalent. Minimum 2 years of experience in an Administrative Assistant or Customer Service role. Strong technology skills including proficiency with Word, Excel, Outlook and PowerPoint. Salesforce or other CRM experience a plus. Flexible, collaborative, and comfortable multi-tasking effectively in a fast-paced environment. Strong planning and prioritization skills and excellent attention to detail. Proven track record of problem-solving and meeting deadlines. Excellent written and verbal communications skills. Strong interpersonal skills with the ability to positively and successfully interact with all members of the organization and external community. Good judgment and problem-solving skills. Exhibits a positive, collaborative, professional demeanor.

**PHYSICAL REQUIREMENTS:** Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing and verbal ability to communicate with Federation staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

*\* Jewish Federation of Greater Atlanta is an equal opportunity employer.*