

## **JOB DESCRIPTION**

**TITLE:** Administrative Associate

**CATEGORY:** Full-time, Non-Exempt

**DEPARTMENT:** Philanthropy

**REPORTS TO:** Sr Administrative Associate

**PRINCIPAL FUNCTION:** As Jewish Atlanta continues to boom, Jewish Federation of Greater Atlanta intends to play a bold and creative role. The Philanthropy team is looking for a motivated, flexible, detail-oriented, and proactive Associate to join our efforts as we expand the ways we engage with donors in the community.

You will work with a passionate team of Federation professionals to increase the impact of the organization's work here in Atlanta, in Israel and around the world. You will collaborate with our key donors and partner organizations on a common agenda—guided by the principles of collective impact—to share best practices, build trust, and foster strategic partnerships. You will be responsible for a broad range of initiatives and projects to advance our fundraising efforts in support of the Community Campaign including Partners Fund, Targeted Philanthropy, Special Projects and the Atlanta Jewish Foundation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Project and Event Coordination**

- Work directly with Sr. Administrative Associate to assist with various administrative projects
- Provide event support to the Philanthropy Team primarily with Women's Philanthropy, Business & Professionals and NextGen divisions and as needed for the Chief Philanthropy Officer and Major Gifts division. This will include preparation and creation of materials, file management, data entry, updating donor information, donor services, pledge entry, scanning incoming checks, RSVP management and other duties as assigned
- Provide support for committee meetings: manage scheduling and invitations, checking calendars, tracking RSVPs, room logistics, food, reminders to attendees and follow up with non-responders, copies, name tags, etc.
- Assist with PowerPoint presentations
- Attend meetings, take minutes, and review them with lead professional prior to distribution and initiate follow up as needed
- Participate in creative and planning process of prospect and donor events
- Set up of Zoom meetings/events
- Assist with calling sessions (TikkunATL)
- Provide support for bi-weekly captain and worker correspondence

#### **Administrative Assistance**

- Schedule Philanthropy internal meetings
- Submit expenses and invoices for reimbursement and payment



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- Run analytic reports from the CRM (Salesforce)
  - Manage the collection, tracking, aggregation of data
  - Respond to donor inquiries via email or phone within 24 hours and preferably within the same day
  - Back up reception for answering incoming calls/check Federation voicemail, directing callers to the appropriate Federation professional to ensure their questions are resolved
  - Serve as back up for Donor Services
  - Maintain confidentiality of all donor and fundholder information
  - Develop positive relationships with colleagues, donors, tenants, and community members
  - Analyze and make suggestions to continually improve efficiency

**Overall Federation Support**

- Support and demonstrate Federation's core values: Excellence, Empathy, Fearlessness, Collaboration, and Positive Can-Do Attitude
- 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
- Other duties as assigned

**QUALIFICATIONS:** Associate's or 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 multitasking 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. Must be able to attend Federation events on nights and weekends.

**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.

**COMPENSATION:**

The salary range for this position is \$42,000 - \$47,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

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

Revised: 5.10.2023