

JOB DESCRIPTION

TITLE: Director of the Executive Office

REPORTS TO: CEO/President

ORGANIZATIONAL OVERVIEW

Jewish Federation of Greater Atlanta is a philanthropic and community champion, connecting metro Atlanta area Jews – of all ages, backgrounds, and perspectives – to our community’s power to improve the world. We partner with donors, organizations, and foundations to address the pressing issues facing our community, and to develop innovative strategies that result in deep and lasting impact locally, in Israel, and around the world. We envision a thriving and connected 21st century Jewish Atlanta where every Jew and their loved ones can access warm Jewish community, timeless Jewish wisdom, global Jewish peoplehood and Jewish ways to do good in the world.

Federation is continuing to build a team of highly motivated and qualified individuals with a variety of skill sets to create a new model of 21st century community engagement. We are seeking someone who is driven and passionate, and who demonstrates Federation’s commitment to our core values of excellence, fearlessness, empathy, collaboration, and a positive can-do attitude.

POSITION SUMMARY

The Director of the Executive Office will serve as an integral part of the executive team, responsible for providing comprehensive support to the CEO and the Chief Operating Officer (COO). The Director of the Executive Office will communicate across all levels within and outside of the organization, managing day-to-day operations and overseeing projects, working directly with the Executive Leadership Team. This individual will develop a deep understanding of the Federation business as they work across all aspects of the organization in their support of the leadership team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administrative support, including but not limited to calendar management, generating correspondence, managing files, small event planning, travel coordination, greeting/screening calls and visitors, agenda setting, and expense reimbursements
- Maintenance of the organization’s various tools to run the Entrepreneurial Operating System (including weekly issues list, agenda and scorecard, and quarterly updates of other tools)
- Coordination of content for AllPro meetings in conjunction with COO, Culture Club and Leadership Development team as appropriate
- Salesforce data entry as needed on behalf of the CEO and COO
- Generation of all Board communications on behalf of the CEO and Board Chair
- Board meeting preparations (for Board of Trustees, Council of Lifetime Trustees and Executive Committee), including but not limited to agendas, pre-materials, slides, managing RSVPs, taking minutes, creating surveys, and arranging catering/room setup
- Support COO in all committee meeting preparations, including scheduling, pre-materials and



slide creation, and sending out minutes

- Set and execute deadlines to meet overall goals
- Other duties as assigned

KEY COMPETENCIES:

- Superior organizational skills, with a strong attention to detail and excellent time and task management
- Exceptional verbal, written and presentation communication skills
- Outstanding customer service, interpersonal skills and executive presence, with a demonstrated ability to conduct polite and professional communication in person as well as via phone, e-mail, virtual meeting platforms and mail
- Strong intellectual curiosity with the desire to always to be learning, experiencing, and growing
- Proven ability to handle confidential information with integrity and discretion, exercising sound judgment
- Ability to handle high volume of tasks and work in a fast-paced environment, independently and with limited supervision
- Dedicated professional who exhibits flexibility, leads through ambiguity and runs projects with minimal direction
- Ability to think and act creatively to overcome issues, with the confidence to take initiative and make decisions

QUALIFICATIONS:

- At least five years of experience as an Executive Assistant, Chief of Staff, Project Manager or related position
- Bachelor's Degree
- Excellent PC skills including proficiency using Microsoft Suite (Word, Outlook, Excel, PowerPoint and Teams) as well as various audiovisual equipment and virtual meeting platforms including Zoom

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.

Federation requires all employees to be fully vaccinated against COVID-19 or have received an exemption by Human Resources.

COMPENSATION:

The salary range for this position is \$60,000 - \$68,000 plus a comprehensive benefits package. Anticipated salary near midpoint; commensurate with experience.

Jewish Federation of Greater Atlanta provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity or expression.