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## JOB DESCRIPTION

**TITLE: Senior Administrative Associate**

**DEPARTMENT:** Philanthropy (Campaign and Foundation)

**REPORTS TO:** Director of Executive Administration

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

**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.

**PRINCIPAL FUNCTIONS:** The Senior Administrative Associate will provide support to both teams that make up our Philanthropy function: the Campaign team and the Foundation team. In addition to significant administrative duties, the associate will serve as the liaison between these teams and the marketing department. A positive self-starter and problem-solver, this person will utilize strong written and verbal communication skills to interact with fellow professionals, board/committee/ community members, and other stakeholders. This position will also serve as a backup to other administrative needs that arise including answering incoming calls and managing special projects as needed. The Senior Administrative Associate will provide mentorship and supervision for an additional Administrative Associate serving other teams.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

ADMINISTRATIVE SUPPORT

- Assist Philanthropy team members with scheduling, correspondence, reporting, invoices and reimbursements, and other various administrative items
- Provide support for Campaign Cabinet, Foundation Operations Committee, Investment Committee, Supporting Organization, and other internal and external meetings: manage scheduling and invitations, Zoom logistics, track RSVPs, name tags, prepare meeting minutes, etc.
- Build presentations, which include managing the collection and aggregation of data and other information
- Maintenance of the team’s various tools to run the Entrepreneurial Operating System (including weekly issues list, agenda and scorecard, L10 meeting minutes)



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- Set up orientation meetings with fundholders, advisors, etc, and send post-meeting thank you notes as needed
  - Daily pledge approval and campaign stats in partnership with Donor Operations team
  - Ensure all relevant information for both teams is uploaded to the internal calendar system as well as Atlanta Jewish Connector
  - Manage the upload and updating of all Philanthropy related Playbook content
  - Manage event registrations and partner with Events Manager as needed to assist with events for department

#### MARKETING PARTNERSHIP

- Serve as a liaison between the marketing department and the Campaign and Foundation teams, managing all feedback and serving as a single point of contact to ensure projects stay on track
- Partner with the marketing team to ensure they understand the department priorities and that messaging is on point with desired outcomes
- Coordinate messaging and materials as appropriate for Fed Shabbat and other similar opportunities

#### OTHER / OVERALL FEDERATION SUPPORT

- Provide mentorship and supervision for Administrative Associate serving the CPI and Finance teams
- Back up reception for answering incoming calls/check Federation voicemail, directing callers to the appropriate Federation professional to ensure their questions are resolved if needed
- 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
- Maintain confidentiality of all donor and fundholder information
- Other duties as assigned

**QUALIFICATIONS:** Bachelor's degree or equivalent. Minimum 4 years of experience in an Administrative Assistant role. Strong technology skills including proficiency with Word, Excel, Outlook and PowerPoint. Salesforce or other CRM experience a plus. Marketing 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.



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**COMPENSATION:** The salary range is \$63,000 - \$71,000 for this position 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.*