

## **EXECUTIVE ASSISTANT POSITION DESCRIPTION**

The Jewish Community Foundation of Greater Hartford seeks a talented Executive Assistant with exceptional customer service, computer and organizational skills to join our team. This is a wonderful opportunity for someone who wants to work for the “Greater Good” in a friendly, dynamic and supportive non-profit environment, comprised of 11 talented, passionate, diverse and high-achieving professionals from different backgrounds, cultures and faiths.

### **ABOUT JCF**

The Jewish Community Foundation of Greater Hartford (JCF) strengthens our local Jewish community by building a permanent pool of charitable dollars provided by generous donors who share its vision of a creative, progressive, and growing community for generations to come. In fiscal year 2023, JCF awarded over 1,100 grants totaling \$4.8 million. Of those grants, \$3.4 million were awarded to local Jewish organizations and \$1.4 million were awarded to Jewish and secular organizations in Greater Hartford, across the United States and around the world. The Foundation currently has \$164 million in assets under management.

### **POSITION SUMMARY**

The Executive Assistant (EA) will report to the CEO and support the work of the Chief Financial Officer and Marketing Director. As a staff member who will be in contact with Board members, committee members, community leaders and donors, the EA is expected to be courteous, professional and always willing to help solve issues and provide exceptional customer service. This entails providing both proactive and responsive service, taking initiative, working independently on projects, meeting critical deadlines, and practicing a high degree of discretion and confidentiality handling JCF materials, information and conversations. The EA will add to our team-oriented working style and be willing to share in both strategic thinking and administrative tasks.

### **DETAILED JOB RESPONSIBILITIES**

#### **CEO Support -- 50%**

- Proactively identify and implement ways to help organize the CEO’s workflow and anticipate other needs
- Provide general support to CEO for his meetings and events (virtual and in person) including but not limited to – Doodle polls, Zoom meeting set up, keeping RSVP lists, meeting/event communication, and materials preparation, coordinating set up, decor and clean up, as appropriate
- Schedule meetings with stakeholders and ensure the CEO’s calendar is accurate
- Proofread CEO’s emails and communications, as requested
- Draft warm, well-written and accurate electronic correspondence
- Take notes or record key takeaways from meetings; enter summaries into CSuite, when requested
- Work on special projects and other items, as requested

### **CFO Support -- 20%**

- Prepare, record and process accounts payable and cash disbursements for operating expenses on a biweekly basis
- Reconcile and maintain the Foundation's corporate credit card program
- Provide general support to the CFO to schedule meetings (virtual and in person) including but not limited to – Doodle polls, Zoom meeting set up, keeping RSVP lists, and meeting/event communication
- Attend Finance team meetings

### **Marketing Director -- 20%**

- Conduct research
- Edit and proofread documents
- Catalog Marketing materials
- Assist in other ways, as needed

### **General Administrative Responsibilities** (in partnership with Office Administrator) – 10%

- Assist in maintaining calendar entries for events and meetings, order and set up food for meetings, when needed, and help prepare mailings/materials, as requested by staff
- Work with staff for administrative support, answering phones and covering front desk duties, as needed
- Work on special projects with staff, as requested
- Additional duties, including occasional attendance at evening events, as required

### **Qualifications and Skills:**

- Bachelor's degree
- Advanced skill level required in Microsoft Office suite (Word, Excel, and Outlook)
- Knowledge in PowerPoint a plus
- Database management experience preferred, and the ability to learn CSuite, our Accounting/CRM Software
- Masterful at multitasking, well organized, and adaptable
- Excellent word processing skills and writing, spelling and proofreading abilities
- Detail oriented, self-starter and problem solver
- Strong interpersonal and communication skills
- Eager to participate in our collaborative culture

### **COMPENSATION**

This is a full-time (5 days, 36 hours p/week), non-exempt position requiring the successful candidate to work in the office. Virtual hours may be permitted at the CEO's discretion.

Salary range is \$49,000 to \$53,000, depending on qualifications and experience. JCF also offers a comprehensive benefits package, including health insurance; vacation, sick and personal days; and time off for national and Jewish holidays.

*JCF is an equal opportunity employer whose staff is comprised of a diverse group of professionals from different backgrounds, cultures, and faiths. All are encouraged to apply.*

**To apply:** Please submit a cover letter, resume and contact information for three professional references to [jobs@jcfhartford.org](mailto:jobs@jcfhartford.org) / *References will not be contacted without your prior consent.*