

POSITION DESCRIPTION

Title: Executive Assistant
Reports to: Chief Executive Officer

The Jewish Community Foundation of Greater Hartford (JCF) seeks a talented Executive Team 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 environment, comprised of 10 talented, passionate, diverse and high-achieving professionals from different backgrounds, cultures and faiths.

About JCF

JCF strengthens and protects Greater Hartford’s Jewish community by building a permanent pool of charitable dollars provided by generous donors who share our vision of a strong, resilient, creative and growing community for generations to come. In fiscal year 2023, JCF awarded 1,159 grants totaling \$4.8 million. Of these 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 has approximately \$164 million in assets under management.

Position Summary

The Executive Assistant (EA) will primarily support the work of the CEO, as well as the Chief Financial Officer and other members of the Department Heads Team, as needed. 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 the highest degree of discretion and confidentiality when 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 -- Proactively identify and implement ways to help organize the CEO’s workflow and communications, including but not limited to:

- Board of Trustees liaison -- Assume all Board-related support functions, including Board materials prep, communications, customer service, arranging meetings, ensuring committee lists & email groups are updated annually, compiling the Trustee Orientation Handbook, obtaining signed Conflict of Interest Statements annually, and more.
- Manage the CEO’s calendar – Schedule meetings with stakeholders, ensure the CEO’s calendar is accurate and he is ready and on time for his meetings

- Provide general support to the CEO -- for meetings and events (virtual and in-person) including but not limited to sending Doodle polls, Zoom meeting set up, keeping RSVP lists, materials preparation, coordinating set up, decor and clean up, as appropriate
- Proofread CEO's emails and communications, as requested; draft warm, well-written and accurate electronic correspondence
- Take notes or record key takeaways from meetings; download with CEO after his meetings and enter his meeting summaries into "Notes" in Csuite (the Foundation's accounting/CRM software), when requested
- Manage the CEO's business credit card and receipts and complete the requisite documentation monthly
- Work on special projects and other items, as requested
- Navigate basic Csuite functions related to donors, such as profiles, tickler tasks, information regarding balances, donations, reports and other pertinent information

CFO Support

- Manage the Foundation's corporate credit card program – ensure timely payments and reconcile staff receipts
- Manage accounts payable/receivable and cash disbursements for operating expenses on a biweekly basis
- 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

General Administrative Responsibilities

- Provide occasional support to the VP Operations & Donor Services and Marketing Director, in consultation with the CEO
- Participate in daily administrative support functions, such as answering phones and covering front desk duties, as needed
- Provide backup to Donor Services and Development Assistant for maintaining calendar entries for events and meetings, order and set up food for meetings, when needed, and help prepare mailings/materials, when requested by staff
- Work on special projects with staff, as requested
- Additional duties, including occasional attendance at evening events, as required

Qualifications and Skills

- Advanced skill level required in Microsoft Office suite (Word, Excel, and Outlook), Power Point a plus
- Database management experience preferred, and the ability to learn Csuite's Accounting/CRM Software (training will be provided)
- Detail oriented, self-starter and problem solver
- Strong interpersonal and communication skills
- Masterful at multitasking, well organized, and adaptable
- Good writing, editing and proofreading abilities
- Associate's degree preferred
- Eager to participate in a team-oriented culture

Compensation

The Executive Team Assistant is a full-time, non-exempt position requiring the successful candidate to work in the office 5 days per week (36 hours). The EA may have occasional work assigned before or after normal business hours in support of the CEO. This may include occasional early mornings and evenings. The EA is expected to respond to the CEO's occasional texts and phone calls during reasonable hours beyond the regular work week.

In such instances, it is within the CEO's purview to shorten the work hours in a week when the EA has worked additional hours to keep to 36 hours per/week threshold. On rare occasions, and with the advanced approval of the CEO, the EA may receive pay for working extra hours.

The salary range is \$49,000 to \$55,000, depending on qualifications and experience. JCF also offers a comprehensive benefits package, including health, dental, vision, and life insurance; retirement match; and 10 vacation days, 3 discretionary, 7 sick days and 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: All applicants must submit a cover letter and resume to jobs@jcfhartford.org.