

Position Description

RESULT STATEMENT:

The Executive Assistant provides high-level administrative support to Federation executives by helping to manage priorities and schedules, coordinating meetings and events, performing clerical functions, handling information requests, conducting research, and preparing statistical reports.

WORK LISTING:

Entrepreneurial Work –

1. Exhibit ownership and accountability in managing the President & CEO's time.
2. Proactively manage CEO calendar and meeting schedule, including scheduling meetings with donor portfolio and community leadership.
3. Executive Management – ownership of supporting the Executive Office, consisting of: the President & CEO, Chief Operating Officer, or equivalent, and Regional Security Director. Primary focus given to providing support to President & CEO.
4. Committee Management – responsible for facilitation and coordination of Board of Directors, Executive Committee, Governance Committee, Nominating Committee, Safety and Security Committee, Building Committee, other as assigned.
5. Proactively identify opportunities to advance productivity, efficiency, process, and technology improvements.

Technical Work –

1. Manage the flow of information and communication among the Executive Office and senior leadership.
2. Place, answer, screen, route and respond to calls as appropriate.
3. Set up conference calls.
4. Maintain accurate, current contact information.
5. Open, screen, route, and respond to mail, faxes, and emails. Maintain files, manuals, and databases.
6. Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
7. Draft routine correspondence.
8. Make travel arrangements, prepare expense reports, and check requests as required.
9. Organize meetings, prepare chair notes, ensure meeting notices and materials are sent, and monitor attendance.
10. Collect and compile meeting materials, ensuring meeting participants are prepared.
11. Prepare and brief Executive for meetings.
12. Record, type, and distribute meeting minutes.
13. Proactively identify and conduct follow-up actions.
14. Coordinate Board orientation and education activities.
15. Manage leadership transition, thank you and welcome notes.
16. Manage and maintain all executive office information on Federation's database (DAVID), including: creating events for Board meetings, Committee meetings, and all other meetings that are maintained as an event.
17. Timely and proper use of DAVID system to include: events, mission trips, trip reports, edits, queries, etc.

18. Ensure consistent weekly check-ins with President & CEO to discuss progress and/or challenges.
Send reminders to event attendees.
19. Call select members to ensure attendance at events.
20. Accurate and timely maintenance of the community calendar.
21. Manage ongoing processes and special projects.

POSITION-SPECIFIC STANDARDS:

1. Exercise high level of confidentiality, discretion, accountability and ownership.
2. Exhibit flexibility and adaptability in scheduling and work hours.
3. Confidentially file, retrieve, and generate corporate documents, records, and reports.
4. Announcements to Directors will be completed at least 6 weeks prior to the set date.
5. Reminder notices will be sent out in intervals of: 4 weeks, 2 weeks, and 1 week.
6. President & CEO will be updated with attendance within 10 days of the event.
7. Board of Directors list will be updated the day after the annual meeting each year.
8. Board of Director changes, occasional agency, and community leadership changes will be updated, as changes are received.
9. Exhibit flexibility and adaptability, in properly managing President & CEO's meetings.
10. Create, define, and apply metrics to measure success of program's impact.
11. Provide continuous support to the overall success of the JEWISHcolorado.

SALARY:

\$67,000-\$85,000

SUMMARY FOR SUCCESS:

Core Values:

Bring your best self to work
Positive can-do attitude
Demonstrates effective collaboration
Commitment to and responsibility for shared values and building community
Strong work ethic – commitment to one's work

Skills:

Detail oriented
Make & meet all deadlines
Ability to multitask in a calm demeanor
Excellent organization & administrative skills
Independent thinker
Take charge attitude
Strong time management skills
Collaborative with colleagues & all constituents
Strong problem solver

Personality:

Upbeat & optimistic
Incredibly trustworthy
Easy to work with
Calm under pressure
Confidant



Patient
Kind and engaging with donors
Inclusive
Good listener

Decision Making:

A thoughtful decision maker
Ability to make independent decisions with the proper instinct to engage others when necessary

Communication:

Very strong communication skills on phone & in email
Ability to keep all matters confidential
Speak up, ask for help or clarity, when needed

Salary Range: Commensurate with experience. Additionally, JEWISHcolorado provides a generous benefits package with compensation reflective of candidate’s demonstrated accomplishments and expected performance.

If you believe you are the right candidate, share with us why, in one page or less, and send along with your resume to staffing@JEWISHcolorado.org.

Who We Are?

JEWISHcolorado is the result of a merger of three historic Colorado organizations: Allied Jewish Federation of Colorado, the Colorado Agency for Jewish Education (CAJE), and the Jewish Community Foundation of Colorado. Their legacies live on in JEWISHcolorado’s three primary areas of work. Through our educational programs, Jco furthers the transmission of timeless knowledge, education, and values. Our grantmaking programs infuse significant resources into the local, national, and global Jewish communities. And our Philanthropy Department stewards our community’s financial resources for today and tomorrow.

What We Believe

We believe Jews everywhere are inextricably linked; we believe in acts of lovingkindness, care, and compassion; and we believe in passing down Jewish values from generation to generation.

Our Vision

JEWISHcolorado envisions a thriving, diverse, and dependable Jewish community, one in which people feel connected to one another, to the people of Israel, and to Jews around the world. We build that community by providing pathways for Coloradans to connect with each other and the Jewish people, locally and globally, and by mobilizing resources to enable opportunities guided by our shared values.