

Position Description
Special Assistant to the President & CEO
Jewish Federation of Greater Hartford

Job Summary

The Special Assistant to the President & CEO supports the President & Chief Executive Officer (CEO) and the Senior Vice President and Chief Operating Officer (COO) through a combination of project management and high-level administrative and relationship support functions. This position works closely with the CEO and COO to accomplish numerous exciting and impactful initiatives while facilitating effective relations with our Board of Directors, committee members, donor community, staff, and other key stakeholders. The Special Assistant to the President & CEO reports to the CEO.

Key Responsibilities and Duties

- Oversees special projects as assigned by the CEO or COO; manages ongoing projects and processes as assigned
- Will staff or support specific committees and task forces
- Assesses inquiries directed to the CEO and COO and determines proper course of action
- Manages critical relationships on behalf of the executives
- Provide decision support through data gathering, information analyzing and presenting considerations
- Prepares and manages documents; composes internal and external correspondence
- Keeps abreast of CEO and COO's immediate and long-term commitments and plans; identifies conflicts, flags problems for intervention, and corrects course as appropriate
- Prepares and briefs CEO and COO for meetings
- Checks in regularly with CEO and COO to discuss priorities, progress and/or challenges
- Manages executive calendars: schedules appointments and meetings for the CEO and COO using Doodle, Microsoft Outlook, and Zoom
- Supports Board of Directors:
 - Schedules and organizes Board meetings
 - Prepares Board materials prior to each meeting
 - Distributes reminders and materials and calls stakeholders regarding participation and attendance
 - Records, types, and distributes minutes
 - Tracks meeting follow-ups
 - Coordinates Board orientation and education activities
- Maintains and updates Board, committees, and other stakeholder data related to the Office of the President
- Schedules and organizes other special events, volunteer committees, and staff gatherings convened by the Office of the President
- Coordinates cost-effective and sometimes complex domestic and international travel arrangements and itineraries for individuals and groups (when travel restrictions are lifted)
- May assist in preparing grant reports
- Supports other team members, particularly executive-level, as necessary
- Other duties as required

Required Skills:

- Impeccable written and oral English communication skills
- Significant experience with Microsoft Office products and Zoom
- General knowledge of databases and office software
- Sound judgment and diplomacy in dealing with staff and Board and community members
- Demonstrated ability to interact with persons of all backgrounds, cultures, and affiliations
- Strong work ethic, positive attitude, and personal commitment to excellence
- Highly organized with exceptional project planning and management skills
- Critical thinker and problem solver who proactively identifies productivity, efficiency, and process and technology improvements
- Demonstrated ability to juggle multiple projects with competing priorities
- Ability to complete a large volume of work on tight deadlines
- Service-oriented and mission-driven, with a desire to help the CEO, COO, and organization succeed
- Flexible; can work well in a team and independently, as appropriate
- Available for occasional evening meetings and events
- Knowledge of or background in fundraising an asset

Benefits:

- Health care
- Dental care
- Disability insurance
- Life insurance
- Vision insurance
- 403b
- Gym membership
- On-site parking
- Paid time off
- Statutory and Jewish holidays off

To Apply:

Please email your resume and cover letter to lzimmerman@jewishhartford.org.