

Office Manager

Summary

The Jewish Federation of Greater Ann Arbor is seeking a creative, dynamic collaborator to join its energetic team as **Office Manager**. This is a full-time position beginning August 2024.

This person will provide administrative and operational support for Federation operations including the Annual Community Campaign, Foundation, finance, events & meetings and the functions of the executive office. This position requires enthusiasm, flexibility, excellent organizational abilities and computer skills, creativity, good humor, and a goal-focused outlook. The ideal candidate will have exceptional interpersonal communication abilities and be able to successfully nurture mutually beneficial relationships.

The Jewish Federation is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Background

The mission of the Jewish Federation of Greater Ann Arbor is to provide and inspire philanthropic leadership and community-building to nurture a strong, engaged, connected, vibrant and enduring Jewish community locally, in Israel and around the world. We accomplish our mission through three pillars: Philanthropy, Engagement, and Convening.

The most recent annual campaign raised over \$1.5 million, and the community's endowment stands at just over \$10 million.

The greater Ann Arbor Jewish community has a population of approximately 20,000 representing about 11,000 households. The community is strong and diverse with congregations representing a broad spectrum of Jewish communal life, a warm and educationally exceptional Jewish elementary school, a thriving Jewish Community Center, and a robust and compassionate Jewish Family Services.

Position Overview

Reporting to the CEO, the Office Manager works closely with and supports all team members to ensure efficient administration of Federation operations. This is a full-time position. Federation employees work in the offices based at the Jewish Community Center of Greater Ann Arbor Tuesday, Wednesday & Thursday. Remote work is an option on Mondays & Fridays.

Principal Duties and Responsibilities

The Office Manager will support all Federation operations. Duties will include:

Staff/Program Support (60%)

- In collaboration with team members, handle logistics involved in organizing, implementing, and staffing events, meetings and/or special projects. This includes managing event registration; preparing event mailings and registration packets; and coordinating and liaising with caterers and venue staff
- Provide administrative and logistical support for Finance, Foundation and LIFE & LEGACY®
- In collaboration with the Marketing & Communications Manager, coordinate logistics for direct mail campaigns and other publications such as the Community Impact Report
- In collaboration with the Marketing & Communications Manager, maintain and update the Federation website

Executive Support (20%)

- Provide administrative support to the CEO as needed
- Support the work of the Board of Directors through updating and maintaining manuals and other written materials, maintaining records of member terms and general contact information, scheduling collaborative meetings between board and staff, and taking minutes during monthly board meetings.
- Perform other duties as assigned by the CEO

General Office (20%)

- Serve as the organization's vital administrative point person with responsibility for tracking and ordering supplies, coordinating the Federation calendar, room reservations, and staff gatherings, and reminding staff of upcoming deadlines
 - Manage and utilize Federation CRM for efficient operations, particularly around event management and data integrity. This includes accurately entering and maintaining records, performing all aspects of event data management including integration with and set up of on-line forms, website, and zoom, and providing reports for campaign staff
 - Coordinate the community calendar including providing guidance and support to community organizations
 - Perform accurate finance-related data entry
 - Track expenses and maintain budgets for office expenditures
- Promote the mission of Federation at all times through superior customer service to all and through the efficient use of and care for all resources; and
- Attend weekly staff meetings, community events as needed, and professional development seminars and conferences as needed.

Competencies and Skills

- Bachelor's Degree or equivalent experience
- Minimum two years of administrative support experience
- Excellent written and verbal communication and interpersonal skills
- Strong computer skills including proficiency with MS Office applications; CRM/databases
- Eagerness and ability to learn new computer platforms and other skills
- Self-starter, creative thinker and team player with the ability and adaptability to handle multiple tasks in a fast-paced environment

- Meticulous attention to detail and follow-up and excellent problem-solving skills
- Facility with HTML or updating websites, experience with Canva or other design software, experience with Mailchimp, Constant Contact or other electronic mail platforms helpful
- Involvement in and/or knowledge of the Jewish community helpful
- Must have access to a car and provide proof of a current driver's license and registration
- Must be able to work occasional evenings and Sundays for meetings and events
- Employees must be vaccinated. In case of extenuating medical-related circumstances, a doctor's note and Covid tests may be required.

Salary Range

\$48,000 - \$54,000

Please submit resume and cover letter to: james@jewishannarbor.org