



**Position Title:** EXECUTIVE ASSISTANT  
**Classification:** Full-time (40 hours)  
**Reports to:** Executive Vice President /CEO

### **Position Summary**

The United Jewish Federation of Tidewater/Simon Family JCC is seeking an Executive Assistant with excellent communication skills (both verbal and written) and the ability to multi-task to support the Executive Vice President (EVP)/CEO in the execution of the organization's development and operational goals. This full-time position requires a positive attitude, the ability to work and communicate well with others and the ideal candidate should be resourceful and organized. The position supports the EVP/CEO's work with the UJFT Board of Directors, committees and professional staff. An important responsibility is to ensure that operational information is communicated in a timely, accurate and appropriate manner.

### **About the United Jewish Federation of Tidewater**

The United Jewish Federation of Tidewater (UJFT) provides critical funding to Jewish agencies, institutions, and programs locally and around the world through our Annual Campaign. With the support of donors and volunteers, the Federation builds and fosters a vibrant and engaging Jewish community. Through its beneficiary agencies, the Federation provides support for Jews in need wherever that need may be, Jewish education for children, teens, and adults, care for Jewish elderly and those with special needs, and support for Israel.

### **Essential Functions:**

- Prepare and distribute minutes, meeting/presentation materials and information for Board of Directors and committee meetings to include, but not limited to, the Finance and Israel & Overseas committees.
- Responsible for scheduling and coordinating logistics of various UJFT meetings (in-person and zoom) and special events; including set-up, catering, etc.
- Assist EVP/CEO with allocations process (local and overseas), the federation/synagogue grants program and any other special allocations or campaigns.
- Proficiency with database management
- Provide general administrative support; may include support to other departments and special projects related to meeting development and operational goals.
- Prepare and mail correspondence, statements and acknowledgement letters.
- Draft letters, special mailings and invitations for special events or projects.
- Maintain UJFT tribute list, condolence list and send appropriate correspondence.
- Maintain electronic and hard copy files for correspondence with Board of Directors and committees
- Provide administrative assistance for UJFT development team and other departments, as needed
- Other duties as assigned by the EVP/CEO

### **Required Skills, Competencies and Attributes**

- Ability to build strong relationships and partnerships in an environment of collaboration, both internally and externally
- Ability to multi-task and prioritize; must be detail oriented and accurate
- Ability to communicate effectively with others, both verbally and in writing
- High level of enthusiasm, creativity, and flexibility
- Excellent interpersonal, research, written, verbal communication and proofreading skills
- Ability to handle extremely confidential and sensitive information
- Ability to make effective use of the software to prepare customized or statistical reports if needed
- Ability to be a team player and willingness to assume additional responsibilities
- Professional demeanor, attitude, judgment, discretion and diplomacy
- Knowledge and appreciation of Jewish values and culture

### **Preferred Qualifications**

- Associate's Degree, bachelor's degree preferred in business, public administration, or other related and appropriate field.
- Excellent computer skills.
- A minimum of 2 years administrative experience, civic and community engagement, non-profit, public affairs or related fields.
- Proven proficiency using Windows and MS Office (Word, Excel, Publisher, and PowerPoint).
- Proficiency working in customized databases, reading, analyzing and aggregating data. Power BI knowledge, a plus
- Ability to navigate and conduct research on the Internet and use web-based forms/applications.

**To Apply For This Position**

Submit cover letter, resume and salary requirements to: [resumes@ujft.org](mailto:resumes@ujft.org)

**Review of applications will begin immediately, and continue until the position filled.**

*The United Jewish Federation of Tidewater/Simon Family JCC is firmly committed to a policy of equal employment opportunity for all qualified persons without regard to race, color, religion, national origin, age, gender, sexual orientation, genetic information, non-disqualifying disability or military status.*