

## **BOARD MANAGER / ADMINISTRATIVE COORDINATOR**

The Board Manager/Administrative Coordinator is a full-time, non-exempt position that reports to the Assistant Executive Director. This position handles a range of responsibilities with a focus on supporting JEF's engagement with its board. The Jewish Endowment Foundation of Louisiana (JEF) is a lean organization, and the Board Manager/Administrative Coordinator ensures smooth organization and efficient workflow across departments. The ideal candidate is a self-starter. The role requires a highly organized, detail-oriented professional with excellent communication skills who can manage multiple priorities, maintain confidentiality, and represent the organization with professionalism and warmth.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Board and Committee Relations**

- Serve as primary contact for Board of Directors and non-Board Committee members.
- With the Executive Director and Assistant Executive Director, administer all aspects of Board and Committee meetings, including:
  - Establishing Board and Committee calendars, meeting agendas, and gathering or creating pre-read materials
  - Organizing meeting logistics
  - Sending timely meeting notices and meeting materials
  - Taking meeting minutes and maintaining physical and electronic meeting documentation
  - Ensuring compliance with bylaws and board policies
- Coordinate the grant-making cycle for distributions from JEF's unrestricted funds, including application review, Committee and Board approvals, and record management.
- Maintain a robust communications system for Board members, including digital communications and materials distribution.
- Handle sensitive and confidential information with the utmost discretion and professionalism.

### **Gift Processing**

- Responsible for the recording and processing of contributions including, but not limited to, cash, securities, ACH, and PayPal.
- Ensure that transactions are processed timely and accurately and in compliance with all applicable regulations.
- Prepare and distribute tax receipts and donor acknowledgment letters.
- Provide support by maintaining the check register, creating and updating donor records, and generating reports and mailing lists.

### **Summer Camp Grant Coordination**

- Administer the grant application process for two summer camp grant programs.
- Serve as the liaison between applicant families and camps.

### **Accounting/FIMS Support**

- As assigned, provide support with Foundation Information Management System (FIMS), JEF's donor management, grant, and fund accounting system, as well as the online donor portal, DonorCentral.
- In collaboration with the leadership, implement FIMS tools and special projects across departments.

### **Office Administration and Operations Support**

- Provide general office support, such as answering phone calls, filing, copying, mailing, and ordering office supplies.
- Maintain and advance technology-based efficiencies.
- Draft, edit, and/or proofread communications, reports, and presentations.
- Manage special projects and initiatives as assigned.
- Coordinate office support services including serving as liaison for technology, office supplies, and other vendors.

### **CORE COMPETENCIES AND QUALIFICATIONS (Required)**

- Bachelor's degree in a relevant field and 3-5 years of work experience, preferably with a nonprofit organization.
- Professional written and verbal communication skills (in person, via e-mail, and on telephone), and ability to compose effective, thoughtful correspondence.
- Highly responsive and proactive team-player with strong problem-solving and decision-making skills.
- Demonstrated ability to organize and prioritize multiple ongoing activities, remaining flexible when priorities shift, pivoting pivot easily and proactively adapting to evolving needs and initiatives.
- Proficiency in Microsoft Office and Adobe Acrobat. Comfortable and competent with technology and eager to learn new systems and processes.

### **CORE COMPETENCIES AND QUALIFICATIONS (Desired)**

- Experience with Customer Relationship Management software and donor database systems.
- Interest in philanthropy and in building a career in the nonprofit world.
- Strong project management and reporting skills.
- Knowledge of and appreciation for the Jewish community, its customs, and practices.

***This is primarily an onsite position located in Metairie, LA.***

*It is important to note that this job description is subject to change as deemed necessary by the Executive Director for effective pursuit and achievement of the JEF's mission.*

### **PHYSICAL REQUIREMENTS**

Intermittent periods of standing and walking with extended periods of sitting. Must have excellent visual acuity for work with systems and records. Position requires average hearing

and excellent verbal ability to communicate with JEF staff, donors, volunteers, vendors, and others. The employee must occasionally lift and/or move up to ten pounds.

### **COMPENSATION**

- Salary is competitive with similar positions and based on experience.
- Attractive benefits package that includes:
  - Comprehensive medical, dental, and vision coverage
  - Generous paid time off, including vacation, sick leave, and paid holidays, (including national, secular, and Jewish holidays)
  - Matching 401(k) plan

### **APPLICATION**

Qualified, interested candidates should send a cover letter, resume, and three references (at least two of which should be professional references) by email only to Debbie Berins, Assistant Executive Director, at [debbie@jefno.org](mailto:debbie@jefno.org).

### **ABOUT THE JEWISH ENDOWMENT FOUNDATION OF LOUISIANA**

Founded in 1967, the Jewish Endowment Foundation of Louisiana (JEF) has been helping donors support Jewish and secular causes most important to them. As the resource for Jewish philanthropy in the Greater New Orleans area, JEF was established to receive, administer, and allocate funds and property to serve the Jewish Federation of Greater New Orleans, its network of beneficiary agencies and institutions, the Jewish community of New Orleans and other tax-exempt organizations. We enable individuals and families to define and achieve their charitable goals while helping to strengthen our Jewish community. Since its founding, JEF has grown to more than \$100 million of assets under management and anticipates growth beyond the Greater New Orleans area in the upcoming years.

*The Jewish Endowment Foundation of Louisiana provides equal employment opportunities to all applicants and prohibits discrimination regarding race, religion, age, sex, national origin, sexual orientation, gender identity, or expression.*