



Position: **Executive Assistant, Full-time, Exempt**

Reports to: **CEO and COO**

Department: **Executive**

Location: **New York City** (Combination of In-person and Remote)

Date: **March, 2022**

ABOUT PRIZMAH

Prizmah is the network for Jewish day schools across North America. We partner with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their path to success.

Educating our children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel and thrive. Prizmah is building networks for schools and their supporters to connect, learn and drive impact – deepening talent by investing in professional and lay leaders; catalyzing resources to generate funding for schools to flourish; and accelerating educational innovation, to foster teaching and learning opportunities that empower students to thrive.

At Prizmah, we see what is possible for Jewish day schools, and we're passionate about making that vision a reality.

POSITION SUMMARY

The Executive Assistant will be an integral part of the Prizmah team, supporting the CEO and the COO, as well as the development efforts of the organization, providing back up office management in NYC. The Executive Assistant also works with external stakeholders.

SCOPE OF RESPONSIBILITIES

Executive Assistant to the CEO and COO

- Provides oversight and support of administrative needs to enable the CEO to lead effectively. This includes proactively managing timelines in anticipation of materials needed for upcoming meetings, prioritizing communication and tracking follow-up needed to meet deadlines.
- Manage calendar, which includes scheduling of meetings, video conferences, and conference calls.
- Maintain/organize all files, contact information, emails, and confidential files.
- Schedule international and domestic travel, which includes adding details to calendars and creating itineraries.

- Process travel itineraries and expense reports.
- Prepare timelines, organize materials and coordinate logistics for Board meetings. Take minutes during Board meetings and prepare follow up materials.
- Schedule board committee meetings and support Governance work.
- Manage follow up and correspondence to visits to schools and with donors, and enter information into database (CiviCRM).
- Provide general administrative support as back-up to the office manager.
- Other duties as assigned.

Development Support

- Coordinate with Senior Vice President, Development to communicate actionable items to CEO.
- Assist the development team with donor correspondence .
- Work with the development and marketing teams on donor mailings.
- Conduct prospect research on current and prospective donors.
- Schedule and coordinate donor meetings.
- Other duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- University degree or college diploma.
- Technically competent and expert in various software programs and platforms, particularly Microsoft Office Suite and Google Apps.
- Experience with prospect research wealth screening tools, e.g., iWave, WealthEngine or RelSci
- Knowledge of or willingness to learn new technology platforms
- Experience working both independently and in a team-oriented, collaborative environment.
- Strong organizational skills.
- Strong interpersonal skills.
- Excellent customer service skills.
- Knowledge of the Jewish community, organizations, and norms a plus.
- Salary in the range of \$60,000-\$70,000. Prizmah's salary ranges are based on education, experience and skillset required for each role. If your salary expectations are different and/or you have more experience than required, let's talk.
- Prizmah values the health and safety of our community. We also prioritize the need for opportunities for our team to meet and work in-person. Prizmah staff are required to show proof of full vaccination (including a booster shot) for Covid-19.

To apply, please send a cover letter and resume to employment@prizmah.org. Please include Executive Assistant in the subject line.