

## **Executive Assistant and Governance Associate**

The Edlavitch DC Jewish Community Center (EDCJCC) seeks a motivated professional to join our Institutional Advancement Team full-time. Reporting to the Executive Director of Institutional Advancement and working closely with the CEO, this person will support the Board of Directors and Executive Team and play a key role on the Institutional Advancement team. With the Edlavitch DCJCC celebrating our 100<sup>th</sup> anniversary in 2026, it's a great time to join us!

### **Who You Are**

You're excited to kickstart your career in the nonprofit world—especially if you're interested in the Jewish nonprofit community—and eager to learn how organizations like ours make a real impact locally and beyond. You're organized and detail-oriented but also flexible and ready to jump into new challenges with a positive attitude. Building relationships comes naturally to you. You're an excellent communicator who enjoys connecting with people and working as part of a team. You're proactive, reliable, and handle sensitive information with discretion. Most importantly, you're passionate about getting involved in the Washington, DC Jewish community and growing alongside a dynamic group of young professionals.

### **Key Responsibilities:**

#### Board Support

- Collaborate and coordinate with Board President and committee chairs to schedule and prepare for meetings.
- Maintain organized records of board rosters, minutes, resolutions, policies, and all other pertinent material.
- Help plan and otherwise support board activities that bring people together, build a sense of community, and strengthen connections within the board and between the board and the organization.
- Assist with special projects as needed.

#### Executive Support

- Help keep the CEO's day running smoothly by managing their calendar, emails, and preparation for meetings.
- Manage CEO's Salesforce presence, including tasks, follow-ups, meetings, and notes.
- Help plan and organize staff social events, meetings, and team-building activities to keep our workplace fun and connected.
- Assist with special projects as needed.

#### Development Responsibilities

- Assist with planning and running donor events, fundraising activities, and other special events as they come up.
- Provide support to the development team with ad hoc tasks, including printing, assembling, and mailing donor appeals, proposals, and other fundraising materials.
- Be part of exciting projects like our upcoming Centennial Campaign and Celebration and other special initiatives.

### **Qualifications and Skills**

- Minimum of 3 years of professional experience, ideally in nonprofit fundraising or administration.
- Strong interpersonal and communication skills, both written and verbal.
- Highly organized with excellent time management; detail-oriented and able to manage multiple priorities.
- Comfortable working with diverse stakeholders (board, staff, partners, vendors, etc.) within the EDCJCC and the broader community.
- Discreet and trustworthy with sensitive and confidential information.
- Self-starter who can manage projects independently and thrives in a collaborative environment.
- Flexible and adaptable; open to taking on additional responsibilities as needed.
- Experience with fundraising databases; Salesforce preferred but not required.

### **Salary and Benefits**

- Competitive starting salary of \$55,000, aligned with the non-profit sector.
- Comprehensive benefits package including health insurance, 401K, life insurance, and long-term disability, plus membership perks and discounts on key EDCJCC programs.
- Full-time position with a preference for in-person work; hybrid schedules are possible. Staff are required to be in the Washington, DC office at least three days per week.
- Plenty of opportunities to take on more responsibility as you grow and prove yourself, all while being part of a dynamic team of young professionals passionate about making an impact.

### **Requirements**

- This role mostly involves working at a desk in the office and requires clear communication—speaking, listening, and writing—as well as comfort using a computer. You might occasionally need to lift or move items up to 20 pounds.
- Some local travel is required for events and meetings. Additionally, occasional evening and weekend work will be required, including monthly evening board meetings.

### **About the Edlavitch DCJCC**

Guided by our Jewish values, history, and traditions, the Edlavitch DC Jewish Community Center (EDCJCC) builds and strengthens community by engaging individuals and families of all ages and backgrounds through cultural, educational, recreational, and social responsibility programs.

### **To Apply**

Please send your resume, cover letter, and writing samples to [ejillson@edcjcc.org](mailto:ejillson@edcjcc.org). Only qualified candidates will be contacted. Kindly, no phone calls.

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The EDCJCC is an equal opportunity employer.