

THE WEXNER FOUNDATION

ADMINISTRATIVE ASSOCIATE SPRING 2022

WHO WE ARE:

The Wexner Foundation is a pioneer in the field of Jewish private philanthropy, a field that has grown to include dozens of foundations that devote themselves on a national and international scale to the needs of the Jewish people. With a total of seven leadership initiatives for Jewish professionals and volunteer leaders in North America and public sector employees in Israel, the Foundation has set a standard for programmatic excellence throughout the Jewish world. The Wexner Foundation offices are located in New Albany, Ohio. For more information, see [our website](#).

WHO YOU ARE:

The Administrative Associate supports the Foundation President and provides programmatic support for Foundation-wide programs including the Wexner Summits. You thrive in a fast-paced environment and have an eye for detail. Together with a supportive team, you enjoy the opportunity to work in an environment that relishes creative problem solving while always striving for excellence. You are well organized and forward-thinking. You engage with a diverse population with genuine curiosity and kindness. You can build productive relationships and enjoy connecting with people via email, phone, Zoom, and in person. You are able to establish priorities even while faced with various commitments, sometimes under pressure. You can work independently and in a group setting. You are equally comfortable and respectful in communicating with Foundation staff, senior colleagues across the Jewish organizational field, and contractors at all levels. You are happy to jump in and help your coworkers to ensure everyone's success. You take great pride in your work and in enabling others to succeed.

QUALITIES OF IDEAL CANDIDATE:

- Positive mindset
- Keen eye for detail
- Highly organized
- Able to plan ahead, anticipate the needs of the President and the wider team
- Strong interpersonal skills
- Excellent communicator both in written and live communications
- Problem-solver and able to present creative solutions
- Flexible and comfortable handling changing priorities
- A high degree of professionalism, integrity, and discretion

CORE RESPONSIBILITIES:

Support for the President

- Manage and maintain calendar for the President, including Foundation-focused events, external teaching opportunities, and a variety of internal and external meetings.
- Assist in the preparation of internal and external materials, often using Word, PowerPoint, and Excel.
- Manage the flow of incoming calls and mail, screening for key dates and action items; prepare responses as needed.

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- Coordinate logistical needs for meetings from travel to catering to document preparation.
- Attend meetings to take notes and follow up on action items.
- Process payments for all Presidential expenses.
- In collaboration with the rest of the administrative team, ensure appropriate action is taken to meet Foundation goals and expectations.
- Take on various special projects with discretion, often involving research.

Support for the Summits program

- Working closely with the Director of Summits and additional staff, support the planning and execution of a year-long topic-based alumni program.
- With oversight from the Director of Communications, develop a unique application for Summit participation and create necessary marketing materials.
- Develop and maintain all process tracking systems for participants, faculty and programming, and budget.
- Maintain paper and/or electronic filing systems, keeping accurate records of everything from program curricula to expense reports and vendor bills.
- Serve as point of contact for all contracted vendors, including hotels, caterers, faculty, and additional contractors.
- Investigate as needed to assist with speaking, teaching, programming, and new faculty hiring.
- Attend all planning calls, taking notes, keeping a timeline for the Summit Core Team, and ensuring action items are completed.
- Serve as the first point of contact for participants, answering questions and providing technical and logistical support, using email, phone, and WhatsApp, always exhibiting the highest standards of customer service.
- Manage the calendar including vendor deadlines, staff travel, etc. for in-person gatherings of the Summit.
- Work with all faculty to ensure timely production of branded materials for participants, technological and logistical needs are met, and payments are processed on time.
- Provide onsite support for in-person and online gatherings, supporting and anticipating the needs of staff, faculty, and participants.
- As time permits, assist with Wexner Heritage Program Alumni work, providing admin support for Zoom calls, compiling necessary materials for Alumni Delegates, and updating the database with new delegates.

ELIGIBILITY REQUIREMENTS:

- Bachelor's Degree or equivalent experience.
- Minimum of 7 years of administrative experience, experience with executive-level support preferred.
- Expert skills with Microsoft Office (Outlook, Word, Excel, PowerPoint, Teams) and Zoom, and the ability to quickly learn and implement new technology solutions.
- Understanding of the organized Jewish community is preferred.
- Able to do some travel.

COLUMBUS Headquarters

8000 Walton Pkwy,
Suite 110
New Albany, OH 43054
(614) 939-6060

NEW YORK

420 Lexington Avenue,
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New York, NY 10170
(212) 355-6115

JERUSALEM

3 Kiryat Hamada St., Har Hotzvim
Building D, 11th floor
Jerusalem, Israel
(02) 563-7035

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WHAT WE OFFER:

- Competitive annual salary of \$50-55,000.
- Generous sick/personal and paid vacation days (plus Jewish holidays).
- Comfortable and convenient offices in a caring environment.
- Competitive retirement options.
- Excellent benefits package including generous medical and dental.

COVID CONSIDERATIONS:

- The Foundation staff has worked remotely throughout the pandemic with access to an office as needed. We will continue to monitor developments and adjust our plans as needed to maximize the effectiveness of our work without compromising the safety of our team.
- Our in-person conferences have been suspended until conditions allow them to be held safely.
- While working from home, the staff is provided with the necessary equipment.
- The Wexner Foundation requires all staff to be fully vaccinated for COVID-19. All applicants invited for an interview will be asked to submit proof of vaccination.

TO APPLY:

Please send your resume and cover letter to info@wexner.net.

The Wexner Foundation is committed to providing equal opportunities in employment, and treating our associates and applicants without discrimination based on their race, color, gender, age, national origin, religion, sexual orientation, gender identity or expression, marital status, citizenship, disability, protected veteran status, or any other legally protected factor.

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