JewBelong Chief of Staff

About JewBelong.com

We are a mission-driven team of unconventional thinkers, problem-solvers, optimists, and activators, and we are passionate about the good that Judaism (secular and not) brings to the world. We founded JewBelong.com to significantly increase and strengthen the Jewish community by reaching the enormous population of Disconnected Jews (DJs) that many Jewish organizations leave behind. Our unique approach relies on broad, break-through advertising (out-of-home and digital) to target and engage DJs, and often their non-Jewish partners. Put simply, JewBelong is rebranding Judaism and building lasting connections by leading with "the good stuff." We've recently added fighting the growing, vicious levels of antisemitism in the United States to our mission. More about that here!

About The Role

You'll be the right-hand person and thought partner to JewBelong's Co-Founder (CF). In addition to JewBelong, our CF also sits on several Boards and is involved with multiple organizations, plus other projects in her personal life. You'll get to know the details of all of them so that you can dive into all projects with her. Essentially you will work together to amplify the CF's efforts so that she is able to work efficiently and productively 100% of the time. JewBelong has been around for a few years, but we often think/work like a start-up. Our small team moves quickly, and things can feel chaotic sometimes. You'll take the pace in stride, even thrive on it, and help the rest of us stay organized. Here are examples of what you'll do day-to-day:

- Work with CF to set daily/weekly goals to make sure projects are prioritized and on task. Ultimately make sure that nothing falls through the cracks. You will be the CF's safety net and she will rely on you to manage all important details.
- Proactively consider all needs for an efficient workflow (everything from solving tech issues to making recommendations about how to grow/scale the business).
- Creatively solve any problem that is thrown your way using your executive mindset.
- Work with funders, media contacts, organizations within and outside of the Jewish space, etc. This includes everything from participating/notetaking during calls to taking the lead on timely follow-up and building your own relationships with a variety of contacts in the business and non-profit worlds. Our full-time staff will include five people once you join the team, but the role is very outward facing so you will work with many other people as well.
- Assist with fundraising (research, presentations, outreach).
- Liaise with Board and Advisory Board.

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- Lead special projects.
- Preview calendar for meetings and calls. Provide insights ahead of time including info on key participants, subject matter, etc.
- Prioritize multiple tasks, work effectively and calmly under deadlines, make recommendations, and take direction, maybe all at once.
- Manage/coordinate with the Executive Assistant and Creative Director. Assist them with prioritizing, organization, etc.

About You

- Mission-driven: You are someone who believes in the JewBelong mission. We are passionate about our work and to succeed, you will be too.
- Creative thinker: You thrive in situations where you need to problem-solve and think creatively. When issues arise, you'll be prepared to recommend solutions rather than look to the CF for answers. In fact, we'll often be looking to you when challenges arise.
- A learner and a teacher: We'll teach you everything we know if you're game. We also want to learn from you, especially when it comes to technology, social media, etc.
- Attention. To. Detail. You get that the devil is in the details and you're proactive about making sure that every I is always dotted.
- Curious and questioning: We are in a constant state of improving and optimizing. You will be asked to proactively question our status quo and push for improvements in our processes, work product, etc.
- All your communication, whether verbal or written, is a reflection of the CF. You must be an exceptional writer and a stickler for proofreading. This means correct grammar, punctuation, and clear, logical writing 100% of the time. Excellent phone presence and willingness to speak with any number of JewBelong contacts, from potential funders to press.
- Technical fluency: Interest in the latest technical advances is VERY important. This will help you do your job as efficiently as possible and help keep us on top of our technological games as well. The more you can outsource to the latest app the better! Affinity for all technology, understanding of cloud-based systems, latest apps, security, and overall knowing how to make technology easier for us.
- Not afraid to surface/discuss difficult issues or challenges.
- Expert Project Manager: You'll often track/traffic multiple projects at once. In some cases, you'll have a tactical role, and sometimes you'll be responsible for strategic decisions. In other words, you're someone that can see the forest *and* the trees.
- Confidentiality, discretion, and trust are extremely important and are crucial to success.

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Additional Qualifications

- Minimum four years business experience, ideally in a for-profit company, in a similar role as Chief of Staff, Chief Administrative Officer, etc. This is not an entry level job and your prior experience in effectively navigating a growing company with all its questions and challenges is essential to your success.
- Must possess and be able to share examples of strong management, organizational and people skills.
- Bachelor's degree is required. An MBA or JD is a plus.

Location

You'll work out of a home office in Summit, NJ. The house is a fifteen-minute walk from the Summit, NJ train station. We will be moving into New York City in early 2022 at which point the role will be based in Manhattan as well. Our home has multiple rescue dogs.

Hours

Hours are Monday thru Friday, approximately 9:00am until 6:00pm, yet there is also the need for flexibility and an understanding that some days will start earlier and end later.

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