

ONETABLE // Executive Administrative Manager

Inspired by ancient Jewish wisdom, **OneTable** is a North American Jewish nonprofit dedicated to community building. In 2014, OneTable was initially created for those aged 21-39ish, to find, share, and enjoy Shabbat dinners, making the most of their Friday nights. Ten years later we have expanded our family of offerings to include Together @OneTable, peer-led Shabbat dinners for older adults, and Powered By OneTable, making our [signature digital platform](#) available to other engagement-oriented organizations. We are more committed than ever to making community-building accessible, inclusive, and meaningful for all—OneTable at a time.

JOB DESCRIPTION:

The Executive Administrative Manager (EA Manager) is an essential, full-time position in OneTable's HQ in Downtown Brooklyn, New York. The EA Manager works closely with the CEO and is responsible for the oversight of the administrative activities of the executive office including, but not limited to, supporting CEO's fundraising activities, managing administrative functions for the CEO and other members of the C-suite, and completing special projects as needed.

The ideal candidate has excellent judgment, is highly organized, calm under pressure, collaborative, and thrives in a fast-paced environment. The ideal candidate delights in implementing systems, creating clarity and tackling administrative work. While past Executive Assistant experience is not required, the ideal candidate will bring their organized, systematic thinking and implementation to the role. As with all positions at OneTable, responsibilities will evolve requiring this person to be flexible as the role develops.

Essential Functions:

- Executive Administrative Manager to CEO
 - Manage CEO's day-to-day work, including meeting and calendar management, travel, meeting prep and follow-up (tracking in Salesforce CRM);
 - Serves as primary liaison with those conducting business with the CEO internally and externally
 - Drafts, proofreads and/or edits correspondence
 - Manages expenses and reimbursements
- Support to other C-Suite Executives
 - Supports other C-suite positions with other administrative tasks as needed
 - Office management (e.g. ordering supplies, shipping material, booking conference rooms, registering guests, etc.)
- Support OneTable's Advancement (fundraising) Team

- Data consolidation and analysis for meeting preparation
- Implements a moves management process for CEO
- Collaborate on donor stewardship process including automated practices for invoices, pledges, gifts, tracking in CRM and tax acknowledgements
- Collaborates with colleagues to make sure that all materials are prepared for meetings with funders and strategic partners

Key Attributes:

- Able to maintain confidentiality of sensitive information, and understands when information is sensitive
- Works effectively and diplomatically with internal and external stakeholders
- Takes initiative, anticipates CEO's needs and recognizes urgent matters requiring the CEO's attention
- Rather get things done than complain and understands the importance of proposing solutions for obstacles in the way
- Skilled communicator, understands non-verbal cues and able to pivot accordingly
- Proficient with Google Drive, able to learn new technologies, including Salesforce

Compensation:

The starting salary for this position ranges from \$66,000 - \$70,000, plus the following benefits:

- Health insurance — medical, dental, and vision insurance currently through Aetna; OneTable pays 85% of the healthcare premium for each employee and 50% for dependents.
- Pre-tax commuter benefits, a flexible or health spending account (FSA or HSA), short and long-term disability, and life insurance.
- Time off:
 - Paid time off (PTO) for personal, sick days, and vacation.
 - The office is closed for all major Jewish holidays and most federal holidays.
 - OneTable offices are also closed the July 4th week and December 25 - January 1.
 - As an organization rooted in the mission of spreading Shabbat, we know the importance of having time on Fridays to start winding down and preparing for our favorite weekly holiday. The OneTable offices close at 4:00 pm (local time) every Friday and at 12:00 pm on the first Friday of each month.
- Optional and discounted identity theft protection, legal assistance program, pet insurance, travel insurance, critical illness, accident, hospital indemnity insurance, and more.
- This position is an exempt salaried position, which is not eligible for overtime.

Location: Candidates must be based in the New York area and work in OneTable's Downtown Brooklyn office 4-5 days/week.

- Schedule may include some evening or weekend hours, as needed

To Apply:

[Click](http://www.onetable.org/careers-apply) to fill out our online application: www.onetable.org/careers-apply

Questions? Email careers@onetable.org

Application Process:

- Review of applications will begin immediately and continue on a rolling basis until the position is filled.
- Submission of a Cover Letter and Resume outlining your interest in OneTable and how your qualifications match the job description.
- 2-3 rounds of interviews with members of the OneTable team.
- Applicants who move forward will be asked to complete a written task and will need to submit writing samples of their past work. 2-3 professional references will also be required.
- There may be additional conversations with colleagues with whom they would be working.

Note: *OneTable seeks to increase equity in its hiring and therefore to mitigate the inside edge sometimes given to those who have relationships with “field insiders,” OneTable does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into the selection of candidates for interviews.*

Equal Opportunity Employer:

We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish institutions. This includes Black, Latinx, Indigenous, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrahi Jews, lesbian, gay, bisexual, trans, and gender non-conforming people, and people with disabilities. We also welcome applications from people of diverse religious, spiritual, and cultural backgrounds.

The organization provides equal employment opportunities to all applicants and employees without regard to race, color, religion, gender, sexual orientation, gender expression, age, citizenship or immigration status, creed, genetic predisposition or carrier status, national origin, disability condition, marital status, status as a disabled or Vietnam-era veteran, or any other protected characteristic as established by law. In addition, the organization affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.