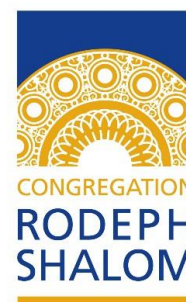


Job Description – May 2023

Job Title: Office Manager
Reports to: Executive Director (ED)
Hours: Full-Time-Exempt Position



Position Summary:

The successful candidate will anticipate needs, solve problems, and respond in a timely manner. The individual must work independently, yet ask the right questions, have the ability to multi-task and handle varied responsibilities, be able to work well with staff, lay leaders and congregants, be comfortable in the use of databases, and demonstrate initiative.

This position reports to the Executive Director. The individual will work as a liaison for key internal and external constituents. It requires tact, confidentiality, and integrity, <http://rodephshalom.org/wp-content/uploads/2023/04/Office-Manager-04252023.docx> reflecting an exposure to sensitive and privileged information. We have an inclusive environment and welcome diverse candidates.

Our organization:

Congregation Rodeph Shalom is a vibrant, diverse, and inclusive Reform community in center city Philadelphia. It has grown to become the largest Jewish congregation in the region. It is a fast-paced, mission-driven workplace. We welcome employees who strive for excellence and bring commitment.

The congregational vision is to awaken our human spirit to the possibilities within and between us. We create a Jewish community of profound connections through transformative study, prayer, and urban engagement. Standing on the shoulders of our historic congregation's founders, we dedicate ourselves to ensuring the future of the Jewish people.

Through the above lens, this individual will ensure that all work activities are in alignment with its vision, thus helping RS to realize its full potential as a sacred community.

Responsibilities

Relational communication with congregants and leadership

- Donation acknowledgement: Consistent with identified procedures, identify gifts requiring acknowledgement: inform clergy, philanthropy staff, and/or Executive Director.
- Coordinate communications to the Board of Directors and Board of Advisors. Maintain Board lists. Coordinate Board of Directors and Board of Advisors dinners. Support Executive Director for coordination with other Board entities including Finance and Investment committees.

Finance-related

- Check processing: Receive, process and deposit checks. Oversee creation of payment logs.
- Electronic payment process assistance: Help a limited number of members with this process.

Communication-related

- Coordinate High Holy Days projects. This includes HHD mailings, membership name badges, signage, President's annual letter at renewal; HHD appeal, etc.
- Coordinate and oversee RS congregation-wide USPS mailings – statements, tax letters, membership renewal letters, and special mailings.
- Coordinate and collate limited RS Bulletin mailing.
- For messages, ensure the staff receive information regarding the need, especially for life cycle emergencies.

Office Administration

- Manage office supplies and coordinate office equipment repair. With Director of Operations, provide input for office equipment replacement.
- Provide back-up telephone coverage; sort incoming mail.
- Maintain and update the USPS contracts renewal process, form changes and related payments.
- Manage USPS, UPS and FedEx mail requirements for ED.

Rental-related

- For members: Prepare contracts for facilities rental, using established price lists. Coordinate with ED for unusual situations. Follow up for signatures, payment, set-ups, and insurance information.
- Act as a single resource for rental-related information for congregants, ensuring the rental process is straightforward for them during both celebratory and sad life cycle events.
- For outside organizations: With guidance from the ED, prepare facilities rental contracts. Follow up for signatures, payment, set-ups, and insurance information.
- Broad & Green, Inc.: Maintain parking agreements, parking lists and tickets for individuals and employer-sponsored agreements. Oversee monthly and daily tickets. Manage interaction with renters including delivery of passes.

Additional duties as may be assigned.

Skills/Experience/Education: Specific Qualifications

The most important skill required is a passion for our organization and its success. Reflect on your alignment with this requirement and if you have it, along with the following, then please reach out to us.

- Demonstration of initiative and creativity will be an asset for problem solving. While there is structure and guidance, an ability to work independently helps ensure success.
- Requires an enthusiastic and professional attitude for interaction with members and the ability to work collaboratively with staff, lay leadership and volunteers
- Detail oriented, organized, time management skills, ability to multi-task
- Ability to communicate effectively; strong verbal and written communication skills
- Knowledge of and experience with the LGBTQ community, and sensitivity to all elements of inclusion and diversity
- 4-yr college degree preferred
- Excellent computer skills including strong proficiency in MS Office (Word, Excel, Outlook, PowerPoint); familiarity with Salesforce and Forms Assembly desired

Salary & Benefits

- Compensation –Exempt position: \$50K - \$60K commensurate with experience
- 403(B) contribution at 6% of compensation after one year (employee match not required)
- Medical insurance and Health Savings Account, paid by employer
- Paid time off, based on tenure with the organization
- Schedule: 8:30 am – 5 pm with flexibility to provide assistance for occasional nights and/or weekends.
- It is anticipated that this individual will be available to provide administrative support at some or all High Holy Day services and at major events.

If you are interested in applying for this position, please send your resume and cover letter via email to Jeff Katz, Executive Director at jkatz@rodephshalom.org.

Congregation Rodeph Shalom is an Equal Opportunity Employer and will not take into consideration the race, gender, age, ethnicity, religion, disability, sexual orientation (or any other protected class) of any applicant for this position. For more information, visit our website at www.rodephshalom.org.

If your background, skills, and interests are in alignment with our mission, reach out to us.