

Job Description

CHIEF ADMINISTRATIVE OFFICER

NATIONAL COUNCIL OF JEWISH WOMEN – ST. LOUIS SECTION

NCJW combines education, direct service, and advocacy to affect lasting social change at the local, state, and national levels.

Job Title: Chief Administrative Officer

Reports To: CEO (Chief Executive Officer)

General Objective:

Provides direct support and services to the CEO in general operations, facility management, human resources and staffing, technology, finance, and budgeting.

Position Description:

Serves as manager of all building operations and purchasing and supervises relevant staff. Works directly with outsourced providers to ensure smooth operations for human resources, technology, and finance. Works with the Board Treasurer to prepare monthly reports, assist with the budget, and audit process.

Specific responsibilities include:

A. Building Management/Operations

- Oversees all maintenance, landscaping, and janitorial operations both inside and outside of building including annual contracts for all services.
- Manages all security pertaining to on-site people, equipment, and property
- Procures and maintains equipment and administrative supplies

B. Finance

- Assists in budget development, implementation, and reporting in conjunction with the CEO, Accountant, and the appropriate volunteer leadership
- Approves expenditures
- Works with Accountant to ensure they have all necessary materials to prepare reports and close the month
- Prepares monthly reports with the Board Treasurer
- Works with Auditor to prepare all reports as necessary to complete the annual audit
- Assesses and analyzes departmental budgets as needed
- Forecasts the need for financial resources for renovations and capital improvements and develops implementation plans as needed
- Manages bill payments and approvals with the accountant
- Maintains capital expense ledger

C. Human Resources

- Works with staff and volunteers to support a diverse, welcoming, and inclusive culture
- Maintains up-to-date job descriptions and conducts initial staff searches, guided by DEI (Diversity, Equity, & Inclusion) practices
- Serves as direct point of contact for outsourced HR (Human Resource) provider
- Coordinates and implements HR policies and procedures with guidance from the outsourced HR provider, including but not limited to recruiting, payroll administration, benefits, training and development, compliance, and performance management
- Prepares and maintains new employee paperwork and appropriate files; provides HR onboarding to new hires including preparation and explanation of benefits materials
- Works with HR provider to assure staff benefits are competitive
- Supports the management of employee HR issues as necessary
- Approves payroll as necessary

D. Technology

- Select, maintain and implement technology systems (computers, laptops, Owls, phones, copier, printers, electronic white boards, security systems etc.)
- Maintain an audit of all equipment
- Conduct annual technology audit and maintain listing for upgrades
- Main point of contact for hardware and software issues in the office
- Acts as liaison for support with outsourced provider

E. Administration

- Supervise all administrative staff
- Manages all filing systems online and hard copy
- Maintains records as required by law and policy
- Monitors compliance and maintains appropriate insurance coverage
- Updates and maintains operating policies, building maintenance records, approved vendor listing, technology, inventory, and archives as needed
- Recommends, develops, and maintains operating policies as required and approved by the Board of Directors
- Ensures that organization's archives are maintained at UMSL
- Serves as primary staff partner for VP of Administration and Treasurer and Finance Team

F. Other Responsibilities

- Manages and supports the administrative team which includes bookkeeping and facilities management
- Attends evening NCJW Executive Team and Board meetings and other meetings/programs as may be required
- Works with other projects as assigned

Qualifications include:

- Bachelor's or master's degree in Non-Profit Management, Finance, Business, or another related field
- Five (5) or more years of operational and/or administrative management experience
- Experienced supervisor who has managed people including hiring, assessing performance and coaching
- Experience with donor management software, Office 365 suite of applications, SharePoint, Google software suite. Monday.com or a project management software preferred
- Solid understanding of HR and Financial principles and practices
- Required to be in office; must be able to lift at least 25lbs and walk up and down stairs
- Highly organized, flexible, detail oriented, self-motivated, and familiar with multiple software applications
- Excellent written and verbal communications skills
- Experience working with volunteers
- Works collegially on a team

Salary Range - \$75,000 - \$95,000

This is a full-time exempt position. Benefits include health insurance, life insurance, dental insurance, vision insurance PTO, Employee Assistance Program, flexible hours, paid holidays-secular and Jewish. Some evening and weekend work is required. This is an onsite position.

NCJW-St. Louis is an equal opportunity employer.

At National Council of Jewish Women, we are committed to creating a culture of inclusion and accountability. We honor the wisdom, insights, perspectives, and experiences of diverse viewpoints, and recognize that many critical voices have been underrepresented in Jewish organizational life and nonprofit organizations as a whole for too long. We welcome applications from people of diverse religious, spiritual, and cultural backgrounds. We are an equal opportunity employer and recruit, hire, train, promote, compensate, and administer all personnel actions without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, culture, age, creed, disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, or any other protected status.