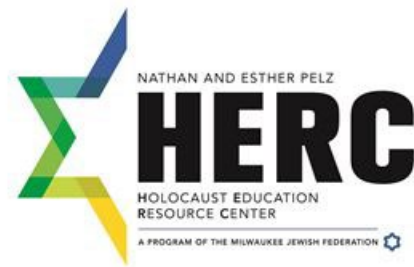




**MILWAUKEE**  
JEWISH FEDERATION



## JOB DESCRIPTION

### HERC EXECUTIVE AND DEVELOPMENT ASSISTANT

**Department:** HERC

**Reports to:** HERC Executive Director

**FLSA Status:** Exempt

**Work Status:** Full-Time

**Salary Range:** \$40-\$45K, commensurate with experience

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#### **About the Holocaust Education Resource Center**

The Nathan & Esther Pelz Holocaust Education Resource Center (HERC), a program of the Milwaukee Jewish Federation, is dedicated to the building of a society resting on the values of tolerance and diversity, dignity and respect toward all human beings. HERC teaches both students and adults the lessons learned from the Holocaust which led to the mass murder of six million Jews and five million non-Jews by the Nazis and their collaborators during World War II. HERC is dedicated to the memory of the victims of the Holocaust. It is only through learning about the dangerous and destructive course taken by the Nazis – of hatred, bigotry, and racism – that we can inspire our future generations to sustain a peaceful and just society for all.

As the only organization in the state of Wisconsin solely dedicated to Holocaust Education, HERC is at a pivotal time in its history as our team meets the needs of educators and students statewide under Wisconsin Act 30, which was unanimously passed with bipartisan support in Spring 2021 and requires all public and charter middle and high schools to educate students about the Holocaust. HERC works closely with the Wisconsin Department of Public Instruction, school districts, and educators statewide to bring world class professional development opportunities and resources to every corner of our state. Last year, we trained 550 educators on best practices in Holocaust education and impacted over 100,000 people through our in-person programming and digital resources.

#### **Summary/Objective**

The Executive and Development Assistant provides administrative support to HERC's Executive Director and Development Director, enabling them and the rest of the HERC team to fulfill our critical mission.

#### **Essential Functions**

##### *Executive Support*

- Completes a broad variety of administrative tasks for the Executive Director including managing an extremely active calendar of appointments, composing and preparing correspondence that is sometimes confidential, and compiling documents for meetings
- Communicates directly, and on behalf of the Executive Director, with Board members, donors, staff, and others
- Manages and tracks daily operations related to HERC's expenses and revenue transactions, including proper coding for Accounts Payable/Receivable
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures

### *Development Support*

- Processes and enters contributions, pledges, donor interactions, and biographical information into CRM database
- Runs weekly donation reports and collects additional data as needed to support fundraising efforts
- Prepares and sends thank you and acknowledgement letters, alerting Executive Director and Development Director when a gift or donor requires special attention
- Supports annual fundraising efforts by preparing mailing lists and sending solicitations with guidance from the Executive Director and Development Director
- Coordinates with Jewish Community Foundation staff to ensure planned gifts, bequests, and donor advised funds are properly acknowledged and recorded in CRM database

### *Additional Responsibilities*

- Welcomes and fields inquiries from constituents in person, on the phone, and by email
- Provides logistical and event-day support for programs and major donor events
- Manages office supply levels to maintain sufficient on-hand inventory

### **Qualification**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/ or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

### **Required Experience and Skills/Abilities**

- Bachelor's degree preferred, but a combination of experience and education may be acceptable
- 2-3 years' administrative support experience preferred
- Strong verbal, written and interpersonal skills
- Highly organized with above average attention to detail
- Sensitivity to the various needs and workstyles of those in HERC's orbit, including board members, donors, volunteers, and survivors
- Self-starter with ability to prioritize workload while meeting both short and long-term deadlines
- Solid computer and technical skills, including proficiency in Microsoft Office: (Word, Excel, Outlook, etc.), and familiarity with CRM, Little Green Light, or similar databases
- Willingness and ability to learn the latest technology programs

### **Supervisory Responsibility**

This position has no supervisory responsibility.

### **Hours and Benefits**

Typical office hours are Monday-Thursday, 8 am-5 pm, and Friday, 8 am-3 pm. This work is majority in-person, with remote option available 1-2 days per week. Occasional evening or weekend hours may be required to assist with programs or events.

This position is eligible for 10 vacation days and 7 personal days annually. In addition, the office closes for 7 federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar. Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.

**Work Environment and Physical Demands**

This job operates in a professional office environment with pleasant working conditions, good lighting and ventilation and moderate noise level. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. There will be frequent computer usage which will require arm and hand dexterity as well as all vision abilities to be successful. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend/ stand as necessary. On occasion, it may be necessary to lift and/or move up to 15-20 pounds, usually waist high.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required to perform the job. Duties, responsibilities and activities may change at any time with or without notice.

**TO APPLY**

To be considered for this position, please send a cover letter and resume to [HR@milwaukeejewish.org](mailto:HR@milwaukeejewish.org).

**About the Milwaukee Jewish Federation**

Through the development of community-wide financial support, planning and allocations, the mission of the Milwaukee Jewish Federation (MJF) is to ensure the continuity of the Jewish people, to enhance the quality of Jewish life and to build a strong unified Jewish community in Milwaukee, in Israel and throughout the world. Learn more at [www.milwaukeejewish.org](http://www.milwaukeejewish.org).

**Equal Employment Opportunity (EEO)**

The Milwaukee Jewish Federation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.