



## HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

היברו יוניון קולג – מכון למדעי היהדות

### Executive Secretary to the Board of Governors/Stewardship Manager

#### Hebrew Union College – Jewish Institute of Religion – National Administration

The Hebrew Union College-Jewish Institute of Religion (HUC-JIR) announces the search for an Executive Secretary to the Board of Governors (BOG)/Stewardship Manager. The Executive Secretary/Manager will be responsible for coordinating activities, membership and committee work of the HUC-JIR International Board of Governors and will coordinate and help implement the stewardship of Governors and other significant donors. This is a full-time position based in New York City, with regular work with and travel to the other campuses of HUC-JIR in Cincinnati, Ohio, Jerusalem, Israel and Los Angeles, California.

The incumbent will serve as Executive Secretary to the corporation as structured and elected by the BOG. S/he will be responsible for managing all aspects of three annual board meetings across the HUC-JIR campuses in Cincinnati, Los Angeles and New York; a triennial board meeting in Jerusalem, and other board travel and meetings. S/he will serve as the primary point person for the BOG for coordinating information flow and board communications from the College-Institute. S/he will report to the HUC-JIR President and support the work of the President's office and also be a key member of the Institutional Advancement team, working to develop and implement the acknowledgment, recognition and ongoing stewardship of Governors and other significant donors.

#### **Key Responsibilities**

##### **1. Executive Secretary to the Board of Governors (BOG)**

- Working with the President and the Chair of the Board, coordinate all aspects of three Board of Governors meetings each year, including, but not limited to, drafting preliminary agenda, committee materials and policy matters for the Board to consider; preparing and disseminating all pre-meeting materials; making meal and travel arrangements as necessary; coordinating physical set-up of actual meetings with local staffs; managing planning calls and meetings; tracking attendance of governors and coordinating presentations by faculty, students and staff.
- For specific committees of the Board, as determined by the President and the Chair, provide necessary administrative support, including preparation of agendas, coordination of electronic meetings, distribution of pre-meeting materials, and preparation and distribution of minutes. Attend the Executive Committee meetings as staff support, and provide support for the Nominating and Governance Committees.
- Manage all aspects of the BOG website and on-line resources, including posting of meeting agendas, minutes, and presentations as well as maintenance of contact information and other relevant information for governors.

- Maintain and organize all Board of Governors files, including correspondence, historical records, and Board actions, meeting minutes, resolutions, bylaws, and other official documents of the College-Institute. Ensure that governors' records are accurately maintained in Raiser's Edge.
- Communicate goings-on of the Board to relevant staff of the College-Institute with frequency and sensitivity.
- Initiate, maintain, and monitor non-Board meeting communications (incoming and outgoing) with Board members.
- Work collaboratively with other College-Institute colleagues across our four campuses.

## **2. Stewardship Manager**

- Work with National and Regional development offices to coordinate acknowledgment and stewardship of significant gifts and all governors' gifts to the College-Institute.
- Draft President's correspondence with governors and significant donors, including acknowledgment letters.
- Draft communication (e.g. letters, emails, invitations and memos) from the President to alumni, staff and other members of the HUC-JIR community, as well as to external recipients.
- Think broadly about opportunities for donor recognition across campuses; function as team leader for strategizing and implementing new stewardship initiatives. Work with Institutional Advancement staff to manage stewardship and endowment reporting for donors; work with the National Business Office to generate statements; work with Campus Deans to obtain information regarding fund use; draft stewardship reports to donors.
- Track governor and donor birthdays and notify the responsible gift officer.
- Perform other duties as assigned or requested.

### **Required Skills and Experience**

A qualified candidate will be:

- A "people person" who enjoys working with, speaking with and helping others;
- A proactive attitude that enables him/her to assume responsibility and accountability for tasks within this description without waiting to be asked;
- Comfortable working both as part of a team and independently;

- Highly organized and able to manage multiple projects at once; comfortable with a broad array of “incoming” input and able to prioritize among competing requests;
- Professional, warm and gregarious, with a strong phone presence and top-notch oral and written skills;
- Willing to travel to board meetings across our four campuses, including some weekends and evenings.

A qualified candidate will have:

- Outstanding relationship building skills and a proven record of making and sustaining connections with staff colleagues and Board members;
- Comfort with event planning, logistics and customer service;
- Experience writing letters and drafting communications in a professional setting;
- A college degree, plus a minimum of five years relevant experience in an a related field;
- Proficiency with software such as Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and web browsers; experience with BoardMax or other board management software, as well as Raiser’s Edge or other prospect management software preferred;
- Ability to handle confidential/sensitive information with discretion;
- A responsive and collaborative mindset;
- Ability to take initiative and think creatively to solve problems.

### **Preferred Qualifications**

- Formal education or training in a field of Jewish leadership would be an advantage but is not necessary;
- Experience working with a volunteer board or other governance body;
- Experience working in the Jewish non-profit or higher education arena;
- Experience working with donors or related stakeholders;
- In depth knowledge of Judaism and the Jewish world.

Salary commensurate with experience.

### **Application Process**

Qualified candidates should submit a cover letter and resume to Nicole Vandestienne, [nvandestienne@huc.edu](mailto:nvandestienne@huc.edu)