

**Hazon
Chief-of-Staff
New York, NY**

Hazon works to create a healthier and more sustainable Jewish community – and to enable the Jewish community to help create a more sustainable world for all. In aggregate we’re seeking to shift the nature of what it means to be Jewish in the 21st century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and Falls Village, CT, and have offices in San Francisco, San Diego, Boulder, Denver, and Philadelphia.

Hazon is now seeking to hire a new Chief-of-Staff (CoS) to work with the President. The position is based in the New York City office and will work considerably with staff based in all of our locations. This role will include occasional travel to the Isabella Freedman Jewish Retreat Center.

Overview and Job Summary

This will be a phenomenal job for the right candidate – and not the right job for the wrong one!

It involves an unusual mix of tasks and sensibilities.

On the one hand, - and increasingly over time – this is a significant position in the organization. The CoS is going to be lead-staffing logistics in relation to the board and board committees and to a significant part of Hazon’s overall work. S/he will also be interfacing with a wide range of external and internal counterparties. As such we need maturity, organization skills, people skills, and a strong sense of the nature of leadership within a Jewish non-profit.

At the same time, parts of the job don’t need a Phd – they don’t even, really, need an undergrad degree. They need an ability to get things done – to juggle multiple tasks – to plan the specifics of a board meeting or a trip.

Due to the nature and extent of the President’s portfolio, the CoS is called to use independent judgment, navigate complex issues calmly and oversee a variety of strategic, confidential, administrative and operational matters involving Hazon’s staff and external constituents. The CoS position is designed to meet the administrative needs of the President with a primary focus on improving and managing his day to day operations.

In the remainder of this job posting we have detailed many of the specific tasks and responsibilities. **If this sounds like the perfect job for you – please be in touch. For the right person this will be a *phenomenal* job – a ringside seat and a not insignificant role in the growth and development of a strong, idealistic and fast-growing non-profit.**

Responsibilities include but are not limited to:

Staffing board & committees

- Staff the Hazon Board of Directors and board committees, ensuring that all members are actively engaged and delivering their work in a timely manner
- Maintain an up to date list of board members and committees;
- Maintain an up to date internal board website;
- Work with staff across entire organization to prepare a monthly report to the board delineating all updates from Hazon departments and fiscal sponsees;

Staffing the day-to-day work of the President

- Manage the President's fast-paced complex calendar and ensure constant coordination of internal and external meetings;
- Monitor, review, and delegate President's email inbox, paying close attention to high priority items and using discretion on how each item should be handled;
- Be first line of entry for general inquiries that come to President's office;
- Maintain an updated address book for the President, ensuring that all new contacts are added to the address book and Hazon database;
- Improve and manage systems to enable the President to work more efficiently;
- Coordinate all domestic and international travel arrangements for the President;
- Work with institutions and synagogues to arrange President's speaking engagements, including schedule, date and time; travel arrangements; accommodations; topic; any source sheets used for teaching; and any additional Hazon marketing collateral;
- Build effective relationships with department heads to ensure that the President is fully informed on matters of significance;
- Create clear systems by which important information is disseminated from the Office of the President and handle distribution of materials on his behalf;
- Represent the President in meetings when he is unable to attend, capture key takeaways and ensure President is briefed and follow up appropriately;
- Use independent judgment to review incoming correspondence and requests and make independent decisions with appropriate follow up;
- Research, plan and execute special projects as requested by the President;
- Assist the finance department in maintaining the President's budget and financial records;

Anything else!

- Confirm agendas and set up for weekly all staff meetings;
- Oversee and manage the Summer Internship Program including recruitment and program planning;
- Organize and maintain paper and electronic files and handle any other administrative tasks, as needed.

Qualifications:

- Bachelor's Degree in a related field and minimum 3 years' experience working with senior executives;
- Commitment to Hazon's mission and values, and a strong commitment to personal and organizational integrity;
- The job isn't a technology job, per se; but in practice technology needs of the organization are evolving quite quickly. You need to have an intuitive feel for and comfort with evolving office technologies (at the moment including, but not limited to: video conferencing using Skype, ooVoo, Zoom, etc; conference call set-up; databases; Wordpress). Not to mention pitching in if/when the phone's not working...
- Proven experience building relationships and communicating with key stakeholders, including top organizational executives, board members, donors and decision makers;
- Commitment to the project of making the Office of the President maximally productive;
- Demonstrated ability to work independently, take initiative and manage up;
- Sound judgment and tact on matters of discretion with a high degree of professionalism;
- Pleasant and welcoming demeanor with exceptional interpersonal skills;
- Flexible work-style with ability to manage several responsibilities and competing priorities at one time;
- Proficiency in Microsoft Office applications required;
- Hazon is an Equal Opportunities employer; you do not have to be Jewish and indeed we have non-Jewish staff; but you do need a fairly sophisticated understanding of the organized Jewish community and key organizations within it;
- Ability to work occasional nights and weekends;
- Ability to provide occasional event support;
- Prior experience in the non-profit sector preferred.

How to Apply:

Please send your resume with a letter setting out a sense of why you're interested in this position.

Please write to jobs@hazon.org and indicate your name and "**Chief-of-Staff**" in the subject line.

Please reply soon! We're going to interview on a rolling basis – as applications come in. We'd like someone to start by the end of November.

We thank you for your interest in career opportunities with Hazon. Due to high volume, only those candidates selected for an interview will be contacted. Hazon is an equal opportunity employer and provides competitive salaries and benefits.