



## Development Executive Assistant

**Organization:** Chabad on Campus International

**Location:** Remote

**Position Type:** Full-time

### About Chabad on Campus International (COCI):

Chabad on Campus International is at the forefront of Jewish life on campus, supporting the sustainability and success of the 360+ Chabad Houses serving 890+ campuses: championing robust Jewish life and learning on college campuses around the world. Together with Chabad House Directors, we seek a future where every Jewish student has a deeper affinity, connection, and understanding of their faith, heritage, and identity.

Based in Brooklyn, New York, COCI has a team of over 30 dedicated individuals and an annual operating budget of \$20M. Given COCI's mission of promoting a campus life where Jewish identity and Jewish pride can thrive in all circumstances, we are investing in a strategic growth initiative to be able to significantly increase our impact, which is needed more than ever during these volatile times for Jewish students on campus.

### Position Overview:

Chabad on Campus is seeking a proactive Development Executive Assistant to support the Development team, primarily working with the Chief Strategic Affairs Officer, as well as assisting the Chief Executive Officer and Senior VP of Development. This role involves managing communications and operations, with a focus on key foundations, institutional funders, and senior campus leadership. The ideal candidate will have 5+ years of experience supporting C-suite executives, strong initiative, exceptional communication skills, and the ability to build and maintain relationships with senior leaders.

### Primary Responsibilities:

- **Communication Management**

- Compose and refine emails, documents, and correspondence.
- Maintain a comprehensive understanding of department functions and external stakeholders to ensure effective communication.
- Act as a liaison between the Chief Strategic Affairs Officer and various stakeholders, independently conveying messages on behalf of the Chief Strategic Affairs Officer when necessary.

- **Calendar and Schedule Management**

- Manage the Chief Strategic Affairs Officer's calendar, scheduling meetings, prioritizing tasks, and ensuring timely execution of commitments.
- Coordinate all aspects of meetings, including logistics, materials preparation, and technology support.
- Document meeting outcomes and ensure timely follow-up of action items.

- **Travel Coordination**

- Arrange domestic and international travel for the Chief Strategic Affairs Officer,



Chief Executive Officer, and Senior VP of Development.

- **Project Management Support**

- Assist in the management of special projects.

- **Information Management**

- Manage information flow, conduct research, and prepare documents as needed.
- Create and monitor project scopes, timelines.

**Knowledge, Skills, and Abilities:**

- Minimum 5 years of experience as an Executive Assistant or equivalent working with C-suite leaders.
- Strong written and verbal communication skills with meticulous attention to detail.
- Excellent interpersonal skills, self-motivation, and a proactive attitude.
- Outstanding organizational, time management, and multitasking abilities.
- Flexibility and adaptability to shifting organizational priorities.
- Capacity to handle confidential information with discretion.
- Alignment with the mission of the organization.
- Comfortable with ambiguity, capable of problem-solving and re-prioritizing as needed.

**Benefits:**

- Generous paid time off schedule
- Paid training
- Health insurance
- Dental and vision insurance
- Retirement plan
- Flexible spending accounts
- Paid parental and family leave
- Bereavement leave
- Short-term and long-term disability coverage

**Compensation:** \$65,000 - \$80,000 annual salary based on experience, plus benefits; if your background exceeds our requirements, let's talk.

**To Apply:** Please click [here](#) to submit your cover letter, resume, and salary expectations.