



SPECIAL PROJECTS MANAGER

(Full-Time)

DEPARTMENT: Administration

JOB DESCRIPTION:

The Special Projects Manager is a high-impact role at the Jewish Federation of Greater Naples, designed for a driven professional who excels at both operational precision and strategic execution. Reporting directly to the President & CEO, this position serves as a trusted extension of executive leadership.

The role is structured across three equally weighted areas: *special project management*, *board liaison*, and *executive administration*. This is a role for someone who is highly organized, eager to grow, and ready to take on increasing organizational responsibility. The ideal candidate is a natural problem-solver and relationship-builder who is energized by working at the center of a complex, mission-driven organization.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Special Project Management (approximately 1/3 of role)

- Serve as the staff point person for CEO- and board-directed strategic and organizational initiatives, managing project timelines, deliverables, and stakeholder communications across departments.
- Prepare project briefings, status reports, and summary documents for the CEO, senior leadership, and board; proactively surface obstacles with recommended solutions.
- Support strategic planning process, including scheduling, materials development, and data gathering.

Board Liaison (approximately 1/3 of role)

- Serve as the primary staff liaison to the Board of Directors, managing day-to-day communication between the CEO and board members and ensuring a well-supported board experience.
- Coordinate all board and committee meetings, including preparation and distribution of agendas, materials, and minutes; compile and distribute monthly board reports from across the organization.
- Manage all logistics for the Annual Meeting and board retreats, from venue coordination and communications through day-of execution.
- Serve as the day-to-day contact point for board members, responding to inquiries and ensuring a positive and well-supported board experience.

Executive Administration (approximately 1/3 of role)

- Provide comprehensive administrative support to the President & CEO, including calendar management, scheduling, travel coordination, and correspondence, proactively anticipating needs and ensuring the CEO is prepared for all commitments.
- Manage internal and external communications on behalf of the CEO with professionalism and discretion, including follow-up on action items, delegated tasks, and organizational commitments.
- Support the CEO's development and fundraising activities through scheduling and coordination with the Development team.
- Coordinate new staff onboarding and contribute to positive organizational culture through recognition and celebration efforts.

QUALIFICATIONS:

The ideal candidate will demonstrate a passion for building relationships, a commitment to mission-driven work, and the ambition to grow within a leadership organization. They will possess:

- Three or more years of experience in executive administration, project management, or a comparable role requiring high-level organizational and communication skills.
- Demonstrated ability to manage complex, multi-stakeholder projects from initiation through completion, with strong attention to detail and follow-through.
- Excellent written and verbal communication skills, with the ability to represent executive leadership professionally across a wide range of audiences.
- High proficiency in Microsoft Office and MS365 Platform; experience with DonorPerfect or similar donor database preferred.
- Experience supporting a board of directors or senior volunteer leadership in a nonprofit setting preferred.
- Familiarity with nonprofit governance documents (bylaws, charters, policies) and organizational frameworks preferred.
- PMP certification or equivalent demonstrated project coordination experience preferred.
- Ability to work flexible hours, including some evenings and Sundays.
- Knowledge of the Jewish Federation system and the local Jewish community preferred.

CORE COMPETENCIES:

The ideal candidate would describe themselves as: Resourceful; Reliable; Relatable; Disciplined; Discreet; Adaptable; Results-Driven; Relationship-BUILDER; Orchestrator; Coordinator; Candid; Accountable; Methodical; Conscientious; Genuine; Dedicated.

ABOUT THE JEWISH FEDERATION OF GREATER NAPLES:

We are a close-knit team of diverse personalities and interests that span the spectrum of demographics. We enjoy our time working together for the benefit of the Greater Naples Jewish community, including all other communities supported by the resources we secure locally. We are a team of approximately 15 FT/PT employees. Our lay leadership respects our professionalism and relies on us to be their support and resources when needed. The senior management team is a collaborative, open, and dependent network of professionals who set expectations and model the culture for overall institutional success. We invite you to join us on this professional journey.

To Apply: Please submit a resume and cover letter to *Nammie Ichilov, President & CEO*, ceo@jewishnaples.org

The Jewish Federation of Greater Naples is an EEOC/AA Employer and does not discriminate on the basis of any protected class. We encourage individuals of all backgrounds and faiths to apply for any position for which they feel qualified.

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.