

# Ronald S. Lauder Impact Initiative

## Operations Associate

New York, New York

Hybrid

## Background

The Ronald S. Lauder Impact Initiative (LII) was established based on the core belief of the importance of Jewish education as the key to engaged, vibrant Jewish futures and the Jewish continuum. Founded in 2022 by Ronald Lauder, LII is a startup with aspirational goals to increase the trajectory of Jewish Day School enrollment trends in North and South America using bold and creative strategies. This is a rare opportunity to be an inaugural employee and a hands-on, active partner, in building this organization from the ground up.

## Position

We are seeking a highly organized and proactive individual to serve as an Operations Associate for this new organization. The ideal candidate for this role will be a self-starter who is intuitive, strategic, positive, trustworthy, and responsive. Reporting directly to the Executive Director (ED) of LII, this individual is responsible for providing executive-level and personal support to the ED. The Operations Associate position requires excellent project management skills, the ability to make decisions in a fast-paced environment, work independently, and operate with a high attention to detail. Commitment to confidentiality and sensitivity to others is essential. The Operations Associate plays a critical role in ensuring the smooth functionality of executive-level operations and will contribute to the overall efficiency and effectiveness of the organization.

The ideal candidate will be passionate, committed and deeply curious about solving challenges to secure the future of the Jewish people.

## Responsibilities

- Organize LII events, such as cohort gatherings, small conferences, internal LII meetings, and more.
- Coordinate logistics for in-person and virtual meetings for the ED (booking rooms, sending Zoom links, ordering food, etc.)
- Prepare contracts and agreements for cohort cities based on provided templates
- Provide high-level administrative support to the ED including calendar management, correspondence, phone calls, filing, travel planning and itineraries, expense management and reporting
- Create expense reports based on receipts from travel
- Draft memos and handle complex and confidential information with discretion
- Work in coordination with the ED to understand LII both large-scale and small-scale priorities; ensure prompt responses and manage the prioritization of correspondence
- Establish and maintain a system to support the ED and streamline responsibilities. Understand the ED's priorities and, accordingly, manage email and provide appropriate, timely and professional responses on her behalf, when appropriate
- Prepare materials, as requested, for various meetings and programs
- Attend meetings and track follow up tasks as needed; ensure execution and completion of tasks

## Qualifications

- Strong attention to detail and ability to multitask in a fast-paced environment
- Proactive and able to anticipate needs of the ED
- Exemplary work ethic with exceptional organizational skills
- Effective time management and prioritization of tasks
- Excellent written and verbal communication skills
- Relationship and trust builder while maintaining professionalism at all times
- Ability to work independently and handle confidential information with discretion
- Flexible, agile, and comfortable with ambiguity, pivoting when necessary and re-prioritizing
- Takes initiative and executes from beginning to completion
- Strong project management skills with the ability to oversee multiple programs and projects
- Problem solving mindset - identifying and resolving problems quickly and effectively
- Ability to build budgets or proclivity to learn the same
- Proficiency in Google Suite for project management and office administration, specifically google documents and google sheets

## Schedule

This is a full-time role with a hybrid schedule with an average of two days per week in the midtown Manhattan office. Flexibility will be required for weeks with larger scale events while some weeks will require no in-person commitment. Usual workday hours will be from 11:00 AM to 7:00 PM Eastern (some flexibility is required), with an agreed upon earlier schedule on Fridays. This position requires domestic travel approximately once every 2 months.

## Compensation and Benefits

- Salary of \$85,000 per annum
- Monthly reimbursement amount available for Health and Dental Insurance
- Generous time off policy

This position description is based upon material provided by the Ronald S. Lauder Impact Initiative, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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