

Office & CRM Database Manager

Westchester Jewish Council (WJC)

Location: White Plains, NY (Hybrid)

Position: Full-Time

Reports to: Chief Operating Officer (COO)

Be the Hub of Our Organization

Are you someone who loves bringing order to complexity, enjoys solving problems, and thrives on keeping people, systems, and operations running smoothly? Do you enjoy leveraging technology to improve efficiency while creating a welcoming and collaborative workplace? Are you motivated by the opportunity to put your organizational talents to work for a mission that strengthens Jewish community life?

The Westchester Jewish Council is seeking for the first time an energetic, organized, and tech-savvy **Office & CRM Database Manager** to play a pivotal role in our organization. This is a unique opportunity for someone who enjoys balancing office operations with technology and data management while contributing to the Council's mission that strengthens Jewish life throughout Westchester County.

As the central point of coordination for both our office and our CRM database, you'll help ensure our team has the tools, systems, and support needed to make a meaningful impact every day.

What You'll Do

Office Operations & Administration (Approximately 50%)

You'll be the engine that keeps our office running efficiently while fostering a positive and professional work environment.

Responsibilities include:

- Manage the day-to-day operations of our White Plains office.
- Serve as the primary contact for vendors, building management, IT support, and service providers.
- Oversee office supplies, equipment, purchasing, and inventory within budget.
- Coordinate incoming mail, phone inquiries, and general office communications.
- Provide administrative support to professional staff and volunteer leadership.
- Assist with planning and executing major Council programs and community events – coordinating venue logistics, vendor relationships, registration, materials, and on-site support to ensure seamless execution.
- Help cultivate an organized, collaborative, and welcoming workplace culture where staff and visitors feel supported.

CRM Administration & Data Management and Strategy (Approximately 30%)

You'll serve as the organization's CRM lead, ensuring our data is accurate, accessible, and used strategically across the organization.

Key responsibilities include:

- Serve as the primary administrator in selecting and developing the organization's new CRM platform.
- Maintain database integrity through ongoing data hygiene, deduplication, user management, and record maintenance.
- Design and maintain efficient workflows, communication lists, and automated processes that help staff engage effectively with member organizations, donors, and community partners.
- Train and onboard staff on CRM best practices while creating easy-to-follow guidelines.
- Continuously identify opportunities to improve workflows, reporting, and user adoption.

Organizational Support (Approximately 20%)

As a small, collaborative nonprofit, every team member contributes beyond their primary responsibilities.

You'll also:

- Support Board of Directors meetings and related administrative needs.
- Represent the Westchester Jewish Council at community meetings and events as appropriate.
- Take on special projects and additional responsibilities that support the organization's mission and growth.

What We're Looking For

We're looking for someone who combines strong organizational skills with curiosity, initiative, and a passion for continuous improvement.

Qualifications

- 2+ years of experience in office administration, operations management, or a similar role.
- Experience with CRM platforms (Salesforce, Neon, or comparable) — hands-on administration experience a strong plus.
- Strong technical aptitude and confidence learning new software and digital tools.
- Excellent working knowledge of Microsoft Office.
- Exceptional organizational and project management skills with the ability to manage multiple priorities.
- Outstanding written and verbal communication skills.

- A proactive, solutions-oriented mindset with the ability to work independently and collaboratively.
- A willingness to learn, improve processes, and embrace new technologies.
- Westchester County resident with a connection to or interest in the local Jewish community is highly desirable.

Compensation & Benefits

Salary: \$65,000–\$75,000 annually

We offer a competitive benefits package, including:

- Medical, dental, and vision insurance
- Generous paid time off, including secular and Jewish holidays
- Sick leave
- 403(b) retirement plan with employer match
- Hybrid work environment
- Professional development opportunities
- Complimentary on-site fitness center
- The opportunity to work alongside exceptional professional staff and dedicated volunteer leaders

About Westchester Jewish Council

For more than 50 years, the Westchester Jewish Council has served as the central convening and community relations organization for Jewish life throughout Westchester County. We partner with more than 120 member organizations, collaborate closely with elected officials and community leaders, and build bridges across faiths and cultures to strengthen our region.

Joining WJC means becoming part of a passionate team dedicated to making a lasting difference in the community.

Ready to Join Us?

To apply, please submit your **resume and cover letter** to office@wjcouncil.org.

Preferred start date: September 1.