

Position Description

The Matzevah Foundation

Title: Secretary

Creation Date: 01/30/16

Position Objective:

To provide administrative structure and maintain records for The Matzevah Foundation (TMF)

Accountabilities:

1. Maintain written record of all meeting minutes
2. Assist with preparations for semi-annual board meetings
3. Participate in developing the organizational structure and processes of TMF
4. Assist with leadership and development of Jewish Cemetery restoration projects in cooperation with TMF Board of directors and its partners.
5. Actively support the work of TMF through project participation and financial giving
6. Represent TMF with my church and within the community
7. Prepare and distribute organizational status reports on a quarterly basis
8. Prepare and distribute year end giving statements

Relationship to Others:

- Works with the TMF Board of Directors
- Works with TMF volunteers
- Interacts with TMF partners (Rabbinical Council for Matters of Cemeteries, Foundation for the Preservation of Jewish Heritage, Auschwitz Jewish Center, etc)
- Interacts with the public