JUF Management Training Cohort 1
Session 1 – Manager as a Role, in a System March 28, 2022

Question 1: What does JUF expect you to do explicitly (formally)? What is your job description?

Group 1:  Delegate responsibilities Taking responsibility for teams work PD/Mentorship/Coachi ng,Trainings, Reporting and Logistics ("House Keeping") Thought Partnership	Lead a group     "Keep the plates spinning"/connect the dots     Make sure we're on the same page and working towards the goals of the organization     Look big	Group 3:  ● Provide 1-1 supervision	<ul> <li>Group 4:         <ul> <li>Delegate tasks, responsibilities for topic areas/vision related to JUF mission</li> <li>Oversight of tasks, planning, mentorship, creating culture within your team</li> <li>Ambassador on behalf of the organization represent the organization internally and externally</li> <li>Ability to innovate/empowerment to think about your role</li> <li>Fundraise</li> </ul> </li> </ul>

#### Group 5:

- Support/guide staff to do the best job they can with the tools at their disposal
- Create/develop vision for the work and help execute it
- Don't let anything drop
- Know the priorities and be clear on the focus
- Provide tools/mediation with colleagues/staff to help solve problems

# Group 6:

- Overseeing a department, including management of staff
- Working in partnership with donors and lay leaders, agency staff, as appropriate
- Managing staff
- Project management–overseei ng the work of various staff members
- Convening stakeholders

## Group 7:

- Oversee the staff of our departments
- Ensure work is executed successfully and in a timely manner
- Set an example and standard for our departments
- Be an upstanding member of the community
- Work in partnership with community members, donors
- Represent JUF's brand and values

### Group 8:

- Oversee the outcomes of the staff beneath
- Ensure team produces results in areas assigned to us
- Meet hard deadlines
- Process gifts/transactions in timely/accurate way
- Oversee all marketing and advertising executions as well as video
- Internal stakeholders accounting/technology collaborates with us Data in/Data Out
- Determine who our audiences are and how to strategically approach them
- Not always the worker bee as perhaps prior
- Oversee all legal work for JUFand manage endowment team that administers endowment gifts

Question 2: What other expectations do people have of you as manager (e.g. the people you manage, your peers, your boss, other "higher-ups")?

Group 1:  Time-management skills (there's a lot to be done but it all needs to get done)  An awareness and knowledge of organization as a whole  Be an advocate, good listener, be available, have the answers, be supportive.	Interpret the bigger priorities to our local teams     Translate expectations to our local teams/help establish norms     Solve problems     Model behavior	Follow org policies and expectations and dept policies and expectations      ■ Follow org policies and expectations and dept policies and expectations	<ul> <li>Group 4:</li> <li>To be composed</li> <li>Manage a lot of processes at one time-multi-task</li> <li>Keep up with the changes administratively related to your role and beyond</li> <li>Perfection, sometimes fixer</li> <li>Have answers, expected to know</li> <li>High degree of institutional knowledge-who needs to know what information</li> <li>Listening and being available-making time for others-model for others</li> <li>Passing on information to your staff-good communication</li> </ul>
Group 5:      Be transparent when and where you can     Help staff understand policies and parts of organization that aren't	Group 6:      Representing     JUF–reporting up and     down the chain     Being responsive     Mentorship disposition	Group 7:  • Help staff navigate the organization and understand responsibilities • Manage both up and	Group 8:  To solve unexpected problems To have the answer, sometimes that's a legal answer, too

directly tied to your work  Setting guidelines for work/life balance  To be knowledgeable or resourceful about any and all things JUF	down  Provide professional guidance and personal support, covid clarity  Set boundaries  Provide and support room for growth  Education	<ul><li>To listen. Closely.</li></ul>
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Group 1:	Solve problems, be the answer person or the resource to get the answer     Facilitate getting work done/making sure work doesn't stall     Seek out clairity/don't wait for explanation to come; don't claim ignorance	Oreating an environment of independence, trust, and empowerment for their dept     Being your own biggest critic, put the most pressure on yourself	Protector of staff time and resources/not being overworked     Make sure staff have what they need to do their job     Authenticity truthful-being honest and give candid feedback if even not what majority feels     Advocate on behalf of employees' careers
Group 5:  Open free and available Responsive  •	Group 6:  Providing opportunities for and advocating on behalf of your staff Patience Willingness to work with each in their way. Patience for the learning curve. Onboarding Mentorship Quick, knowledgeable answers to most questions (or know where to go)	<ul> <li>Group 7:</li> <li>Striving for upward movement</li> <li>Professional growth</li> <li>Being a leader, setting the bar, role model</li> <li>Patience with your employees and yourself</li> <li>Time management, protected time</li> <li>Delegating responsibilities</li> </ul>	Group 8:  To take reviews seriously To help others improve Mentoring Collaboration internally and with lay leaders  •