

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/Coaching, Trainings, Reporting and Logistics (“House Keeping”) • Thought Partnership	Group 2: • 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	Group 4: • Delegate tasks, responsibilities for topic areas/vision related to JUF mission • Oversight of tasks, planning, mentorship, creating culture within your team • Ambassador on behalf of the organization represent the organization internally and externally • Ability to innovate/empowerment to think about your role • Fundraise
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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—overseeing 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 JUF and manage endowment team that administers endowment gifts
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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.	Group 2: • Interpret the bigger priorities to our local teams • Translate expectations to our local teams/help establish norms • Solve problems • Model behavior	Group 3: • Follow org policies and expectations and dept policies and expectations	Group 4: • To be composed • Manage a lot of processes at one time-multi-task • Keep up with the changes administratively related to your role and beyond • Perfection, sometimes fixer • Have answers, expected to know • High degree of institutional knowledge-who needs to know what information • Listening and being available-making time for others-model for others • Passing on information to your staff-good communication
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	• To listen. Closely. •
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Question 3: What do you expect of yourself, as a manager?

Group 1: • Meet the needs of the people we manage • Transparency • Being an advocate • Time management • Have perspective (put yourself in their shoes) • Be a leader	Group 2: • 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 clarity/don't wait for explanation to come; don't claim ignorance	Group 3: • Creating an environment of independence, trust, and empowerment for their dept • Being your own biggest critic, put the most pressure on yourself	Group 4: • 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)	Group 7: • Striving for upward movement • Professional growth • Being a leader, setting the bar, role model • Patience with your employees and yourself • Time management, protected time • Delegating responsibilities	Group 8: • To take reviews seriously • To help others improve • Mentoring • Collaboration internally and with lay leaders •