



## FJC's Physical Office & Planning for Post-Pandemic Operations (2021-2022)

### FREQUENTLY ASKED QUESTIONS

#### **Why is FJC moving to a temporary office?**

FJC has been planning for some time to seek new permanent office space when the lease at our longtime office space at 520 Eighth Avenue expires in September, 2021. Our goal has been to transition to a space that provides a more welcoming environment for donors and other stakeholders, and which is more conducive to the increasingly collaborative and cross-disciplinary work of our staff.

The Covid-19 pandemic emerged in the middle of this planning process, which disrupted a smooth transition to a new, permanent office. As you recall, in March 2020 FJC decided that a 100% remote working environment was the prudent approach to keeping our staff safe while maintaining our tradition of operational excellence. Over the last year and a half, our remote operations accelerated many operational improvements: moving toward electronic payments, cloud-based computing environment, and electronic filing systems. We are eager to import these operational efficiencies back to a physical office.

Given the evolving public health context, not to mention the New York City commercial office market, FJC has decided to take a "wait and see" approach to signing a new long-term lease on permanent office space. We are now actively touring properties in the midtown west area of Manhattan, and expect to sign a new lease as soon as we are confident that it is safe for our staff to fully return.

FJC's temporary office space, at a Jay Suites location on 34th Street, will allow us to bridge the timing between leaving our old space and finding our new one. At our temporary space we will have an active mailing address, a private workspace for a limited number of staff, and conference room access for occasional in-person staff and board meetings.

#### **When will you be in a long-term space?**

Our best guess is that we will transition to a new, long-term office space some time in the next 6-12 months, depending on factors such as: the public health context (particularly the effectiveness of vaccines against variants), our identification of suitable space, and the amount of time necessary for build-out and customization.

Our temporary office space, with its month-to-month lease, allows us to have a physical presence and location to work collaboratively in person while we work toward a permanent solution, some time in 2022.

#### **I mailed a check (or other correspondence) to your old address. Will you receive it?**

We have instituted mail forwarding at the US Post Office, which should direct all mail from our old address to our new address. We will also be routinely checking our mail at our 520 Eighth Avenue address until September 30, 2021 when our lease expires.



We continue to highly encourage all correspondence to be sent via email, and all contributions and payments to be transferred electronically (e.g., ACH, credit card).

**I have always preferred that grants I recommend be paid via check. When you return to the office will you be going back to mailing paper checks?**

We will continue to encourage most grants be executed via e-payment (ACH, via Bill.com). This process avoids many of the most common processing delays (checks lost in the mail, sitting in a drawer at grantee organizations, etc). At this point, about 80% of our weekly grant disbursements happen by ACH instead of paper check, and we hope to see this proportion increase over time.

As a last resort (or if a grantee does not sign up for a Bill.com account) we can direct Bill.com to execute a payment by paper check.

