



# Foundation for Jewish Camp

## Senior Director of Finance and Administration

New York, NY



## About Foundation for Jewish Camp

Foundation for Jewish Camp (FJC) fosters excellence and accelerates innovation at Jewish camps across North America by developing adaptive talent, deepening immersive learning experiences, and catalyzing field growth. Founded in 1998, FJC elevates Jewish camp on the cultural and philanthropic agenda, creating opportunities to engage even more young people in Jewish camp through groundbreaking programs such as One Happy Camper® and FJC's Specialty Camps Incubator. FJC advocates for over 300 day and overnight camps that provide nearly 180,000 campers and counselors each summer with a meaningful, personal, and lifelong connection to Judaism. FJC is the only public 501(c)(3) charitable organization solely focused on Jewish camp.

At FJC, we value diversity and equal opportunity. We are committed to building a team representative of a variety of backgrounds, experiences, perspectives, and skills. We know that the more inclusive we are, the better our work – and our world – will be. We strongly encourage people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.

For more information about FJC, please visit: [www.jewishcamp.org](http://www.jewishcamp.org).

## About the Role

The Senior Director of Finance and Administration (SDF&A) will play a central role in financial strategy and planning as well as developing and implementing operational processes and systems. Directly reporting to the COO, the SDF&A will be responsible for accurate and regular financial reporting and additionally supporting the CEO and relevant Board committees. The ideal candidate will be a strategic leader who understands how to best leverage technology to build out efficient and effective enterprise-wide systems for accounting, budgeting, and asset management while also overseeing facilities and technology infrastructure. The SDF&A will have direct reports including a Controller and Technology Manager.

## Role Responsibilities

### Strategy & Systems

- Provide strategic and actionable recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.

- Provide detailed analysis and reporting on issues, trends, and changes in the operating model and revenue projections. Generate meaningful reporting metrics and develop tools to provide critical financial data to the COO as well as the CEO and Board.
- Align financial management with short- and long-term operational goals, financial planning, and development projections.
- Responsible for the implementation of operational strategy, including seamless integration of Human Resource, Accounting, Internal Communications, Programmatic, Technology, and Advancement systems.
- Review accounting and financial processes to implement and optimize accounting and financial planning systems as well as any other enterprise-wide systems requiring improvement.

### Financial Management

- Support and empower the Controller and accounting team on all accounts, ledgers, and reporting systems; ensure compliance with appropriate Generally Accepted Accounting Principles. Support the continuous development and improvement of accounting systems and processes.
- Oversee the preparation and approval of all financial reporting materials and metrics for the Board of Directors and funders; prepare and communicate monthly, quarterly, and annual financial statements.
- Manage cash flow and forecasting. Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash thresholds to meet operating needs. Maintain strong banking relationships and initiate appropriate strategies to enhance cash positions.
- Support the Development Team, as required, in the preparation of budgets and financial reports for submission to granting agencies. Oversee detailed tracking of grant income and expenses and monitor progress to present financial metrics both internally and externally.
- Empower and support the Controller in the annual audit process and 990 filings.

### Operations & Technology Management

- Collaborate with the members of the Senior Leadership Team to develop and implement plans for the operational infrastructure of systems, processes, and policies that support operational effectiveness and efficiency.
- Support and empower IT professionals (in-house and/or outsourced) to ensure effective use of Information Technology systems to support fundraising, programs, and organizational business processes, including document management and grant management systems. Lead continuous improvement process in cybersecurity in line with FJC's evolving needs and best practices.

- Leverage Information Technology to support core business initiatives. Oversee the implementation, including regular upgrades, of the IT infrastructure.
- Oversees all facilities management.
- Responsible for all risk management; work closely with outside legal counsel to ensure thoughtfully crafted agreements and contracts for the organization.
- Engage other members of the Senior Leadership Team to facilitate cross-departmental collaboration that ensures that all financial, technology, and HR solutions optimize programmatic and operational goals.
- Support the organizational efforts to promote an organizational culture of collaboration, open and frequent communication, adaptation, and celebration of success in achieving specific project and broader organizational objectives.

## Qualifications

The SDF&A must be a seasoned leader with a minimum of 10 years of financial and administrative management experience, including significant experience at a managerial level. A CPA/CMA and/or MBA is strongly preferred, or commensurate experience that demonstrates exemplary strategic and financial acumen.

The SDF&A will have the following experience and attributes:

- Experience in building/re-engineering financial systems that enable efficient budgeting; financial controls; and quality, timely reporting.
- Strong analytical and financial modeling skills as well as knowledge of generally accepted accounting principles (GAAP) for nonprofits and philanthropic financial management; if coming from the for-profit world, significant nonprofit board experience is required.
- Demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Strong knowledge of nonprofit governance; experience interfacing with governing boards and a deep understanding of mission-driven organizations.
- Experience in overseeing technology functions and interacting with vendors, technology providers and cybersecurity best practices.
- Proven track record of strong leadership and collaborative management skills.
- Initiative to take on new projects and to strive for continual improvement.
- Unquestionable integrity, ethics, and values.
- Creative, conceptual, and strategic thinker.
- Flexible and a self-starter; able to multitask while also being highly detail oriented.

## Compensation and Benefits

The salary range for this position is \$180,000 - \$200,000. FJC offers a comprehensive benefits package, including:



- Medical, dental, and vision coverage;
- Company-paid Group Medical Bridge plan that provides additional out-of-pocket coverage for a variety of medical services;
- Flexible Spending Account;
- 401k;
- 20 days paid vacation annually; paid parental leave; early closure on Fridays and major holiday eves; and office closure for all major Jewish and secular holidays; and
- At this time, this role is a hybrid position where the SDF&A will likely need to be in the New York office 3 days per week.

## Application and Interview Process

To apply to this position please visit [www.DRGsearch.com](http://www.DRGsearch.com). The interview process will be comprised of three rounds:

1. First-round interview with FJC's COO and Talent Director
2. Second-round interview with the Controller and one close collaborator of this position
3. Finalist round interview with additional members of FJC's Leadership Team including CEO and Board Treasurer

Candidates who advance to the finalist round may be asked to complete a brief assignment.

## Equal Opportunity Statement

Foundation for Jewish Camp is an equal opportunity employer. FJC does not discriminate on the basis of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any category protected by local, state, or federal laws.

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