

Director of Operations

Maimonides Fund

New York, NY

Salary: \$150,000 - \$175,000

BACKGROUND

The Organization

Maimonides Fund (MF) is a private grantmaking organization that funds in North America and Israel. We aim to connect Jews to their people and their heritage, and to contribute to the vitality of the State of Israel through grantmaking and operating programs, including publishing *SAPIR: Ideas for a Thriving Jewish Future*.

ROLE OVERVIEW

The New York-based Director of Operations is responsible for ensuring the effective execution of MF's operations and administration.

This position reports to the Managing Director, North America and includes the following responsibilities:

Personnel

- Work with the Managing Director and CFO to ensure that personnel processes, policies, and benefits packages are regularly assessed and effectively implemented.
- Ensure an excellent employee experience for all team members, including working with the Managing Director to support recruitment and hiring, managing onboarding and offboarding processes, facilitating performance evaluations, and continually assessing the need for and implementation of staff training on operations systems and processes.
- Lead MF's Operations Team, which currently consists of four employees.

Processes and Operations

- Serve as a liaison between the Program, Finance, and Operations teams in MF's offices in New York and Israel to make real-time and strategic operational decisions.
- Oversee all existing operational processes and management of office expenses and employee reimbursements.
- Revise and create procedures to increase the operational maturity of the organization.
- Perform operational review of vendor agreements and assist in negotiations.
- Work with the Finance team to manage Accounts Payable function, including payments, management of credit card and vendor accounts, expense reimbursements, and financial reconciliation and reporting.
- Manage, enhance, and troubleshoot IT systems, including both hardware and software, with assistance of IT vendor.
- Create and maintain an efficient, effective and welcoming office space, including overseeing renovation projects and furniture and equipment purchases.
- Assist senior management with special or ad-hoc projects.

THE IDEAL CANDIDATE

You Have:

- Bachelor's degree or higher.
- 8+ years of experience in operational leadership roles in a dynamic, rigorous office environment.
- Excellent communication and interpersonal skills and a high degree of emotional intelligence.
- Exceptional analytical and decision-making abilities, including overseeing, adjusting, and developing new policies and processes with the goal of maximizing both efficiency and effectiveness.
- Experience, comfort, and facility with a variety of office technologies; ability to navigate various IT systems, troubleshoot problems, and analyze and select new vendors for various technological needs.
- The ability not only to understand, but also to effectively explain complex operational processes to build buy-in among staff and ensure compliance.

You Are:

- Exceptionally well-organized, with the ability to manage multiple operational areas simultaneously: prioritizing tasks, meeting deadlines, and supervising a team.
- An excellent problem-solver, capable of handling operational and personnel challenges effectively and professionally.
- A clear oral and written communicator.
- Resourceful and strategic, able to adapt to evolving organizational needs and to ensure optimal support for employees, the office, and MF initiatives.
- Kind, courteous, and respectful in all interactions.

WORK ENVIRONMENT

This is a full-time, salaried position that currently requires four days on-site in our Manhattan office near Herald Square, with Fridays worked remotely. The schedule may shift to five days in the office as organizational needs evolve.

COMPENSATION AND BENEFITS

The salary range of \$150,000-\$175,000 will be commensurate with skills and experience. We offer an excellent benefits package and the opportunity to participate in a bonus program.

Maimonides Fund is an Equal Opportunity Employer committed to an inclusive work environment and welcomes a diverse pool of candidates for this search.

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