



SHALOM HARTMAN INSTITUTE מכון
OF NORTH AMERICA שלום הרטמן

Operations Manager

Mission and Philosophy

The Shalom Hartman Institute is a pluralistic center of research and education deepening and elevating the quality of Jewish life in Israel and North America. Through our work we are redefining the conversation about Judaism in modernity, religious pluralism, Israeli democracy, Israel and world Jewry, and the relationship with other faith communities.

The Shalom Hartman Institute of North America (SHI NA) enriches the resources, vision, and commitment of the leaders and change agents who shape the future of Jewish life in North America and set the agendas of its educational, religious, and community institutions. Through cutting-edge ideas and transformative educational programs, the Institute is shaping a future for North American Jewry of intellectual renaissance and renewed inspiration.

Position

The operations manager is responsible for managing all day-to-day operations of SHI NA including issues related to physical space, lease, purchasing, HR and IT towards operational excellence. S/he will also oversee the finance function and will work closely with program directors and the development team around preparing and overseeing program budgets and creating a culture of accountability to budget processes. S/he will ensure legal compliance in all human resource functions as well as the identification and administration of competitive benefits packages. S/he will work closely with the Global CEO and CFO in Israel around operations management and budget planning and reporting. S/he reports directly to the Executive Vice President of SHI North America.

Responsibilities:

Operations:

- Manages all day-to-day operations of SHI NA including issues related to physical space, lease, purchasing, and IT in coordination with Global IT director.
- Manages and increases the effectiveness and efficiency of Support Services (HR, IT and Finance) through improvements to each function.

- Upgrades and implements new systems between and within each of these functions to ensure organizational effectiveness and operational excellence.
- Oversees organizational insurance policies and other functions related to risk management.

Human Resources:

- Identifies most cost-effective and competitive employee benefit packages and liaises with external contractors as needed. Assists with administration and analysis of health insurance plans and other employee benefits as necessary.
- Manages systems for recruitment, including proactive talent scouting, interviews and on-boarding of new hires.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements and maintaining records.

Finance:

- Provides counsel to the SHI NA President and Executive Vice President in consultation with the Global CFO on managing the overall financial and fiscal operation of the SHI NA organization.
- Creates and implements proper policies and procedures for sound financial practices related to expenses and revenue.
- Monitors expenses and income; develops and approves program and operations expenses in partnership with appropriate staff and according to approved organizational budget; supervises book keeping and works as needed with global comptroller and CFO on finance-related issues.
- Assists in preparing annual SHI NA budget as necessary for board and committee meetings.
- Invoices partnership/program agreements.
- Assists in the preparation of the annual audited financial statements, government information returns, federal form 990 and state returns.

Qualifications: The ideal candidate will bring 10+ years of work experience in operations, administrations and finance of which at least five have been for a not-for-profit or public sector corporation. S/he should have knowledge of best practices in employee relations, benefits and human resources. S/he should be organized, excellent in prioritizing tasks and attending to detail in a complex and dynamic office environment. S/he should be experienced in liaising with external contractors in a professional and fiscally responsible manner. S/he should have extensive knowledge of public accounting and funding and billing mechanisms in the not-for-profit sector, finance, accounting, budgeting and cost control principles including Generally Accepted Account Principles, automated financial and accounting reporting systems, and federal and state financial regulations. The candidate should have the ability to analyze

financial data and prepare financial reports, statement and projections. Experience working within the Jewish world in the United States is a plus. This person will bring a professional, entrepreneurial style to the work. Strong technology skills, verbal and written communication skills, exceptional attention to detail, and strong capacity for time-management are a requirement for success.

To Apply: Please send a CV and cover letter to mary@shalomhartman.org. The cover letter should include descriptions of positions with relevant experience. No phone calls please.

We thank you for your interest in career opportunities with The Shalom Hartman Institute. Due to high volume, only those candidates selected for an interview will be contacted. Candidates who will be interviewed can expect a response within 3 weeks.