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Maimonides
JEWISH LEADERSHIP INSTITUTE

# Director of Operations

## Maimonides Fund

**New York, NY**
**(currently four days in office, one day remote)**

# Background

## The Organization

Maimonides Fund (MF) is a private philanthropic 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.*

## The Position

The Director of Operations is responsible for ensuring the effective execution of MF's operations and administration in its NYC office. The role carries diverse responsibilities, reflecting the nature of a ~20-person office. The ideal candidate will be a well-organized professional with experience across a wide range of operational responsibilities, who can communicate clearly, motivate and inspire a small team, and be comfortable embracing AI tools and other technology to execute responsibilities efficiently and accurately. This position reports to the Managing Director, North America and includes the following responsibilities:

## Personnel

- Work with the Managing Director and the company's PEO 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 supporting 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 is rebuilding to approximately 4 employees.

## Processes and Operations

- Serve as a liaison between the Program, Finance, IT, and Operations teams in MF's offices in New York and Israel to make real-time and strategic operational decisions.
- Revise and create new procedures to increase the operational maturity of the organization.
- Perform operational review of vendor agreements and assist in contract negotiations.
- Identify opportunities for new systems and technology, and lead their selection and implementation, with execution support from the IT vendor and technical guidance from IT leadership.
- Oversee day-to-day IT support and troubleshooting through the IT vendor, escalating complex issues to IT leadership.
- Ensure MF's operations and systems align with IT and security policies developed with IT leadership, and lead remediation of findings from periodic security reviews.
- 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.
- A consistent track record of handling sensitive and confidential information with the utmost discretion.
- 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, including AI; ability to navigate various IT systems and troubleshoot problems effectively in consultation with IT leadership.
- The ability not only to understand but also to effectively explain complex operational processes to build buy-in among staff and ensure compliance.

### What Success Looks Like:

In the first six months, the successful Director will have rebuilt the Operations Team to full strength and taken ownership of MF's personnel processes, including onboarding and offboarding, performance evaluations, and staff training. They will have established a working rhythm with the Managing Director, Finance, and IT leadership. By the end of the first year, they will have documented and upgraded MF's core operational procedures, led at least one significant system implementation from selection through adoption, and become the person that staff in both New York and Israel instinctively turn to when something operational needs to happen. Longer term, success means an Operations function that runs so reliably it is largely invisible.

# Who We Are

### Work Environment

This is a full-time position, currently four days in person in our Manhattan office and one day remote. Occasional work outside of standard business hours may be required.

# Compensation and Benefits

The salary range for this position is $175,000 - $200,000, with an excellent benefits package and the opportunity to participate in a deferred bonus program that has historically averaged 15% of base for this position.

*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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## Timeline and Next Steps

If you are interested in this position, please click **here** to submit a resume and cover letter. All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above.

***Recruitment Fraud Notice:*** *DRG is the exclusive partner for this search. Legitimate communications will come directly from DRG using @drgconsulting.com email addresses or their LinkedIn profiles. If you are unsure whether a communication is authentic, please contact the consultant(s) listed in this posting.*

## Submit an application

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