



NECHAMA - Jewish Response to Disaster

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NECHAMA.org

DIRECTOR OF INTERNAL OPERATIONS

Founded in 1993, NECHAMA - Jewish Response to Disaster is the only national Jewish organization that provides sustained direct recovery services in the United States, responding to damage caused by hurricanes, tornados, floods, and other natural disasters. Rooted and guided by Jewish values, including *tikkun olam* (repair of the world), NECHAMA has three priorities: humanizing Jews and representing Jewish ideals in communities shattered by disaster (which includes combating antisemitism); providing a platform for volunteers of all faiths to explore their identities and purpose; and spreading comfort and hope to people and communities in desperate need of assistance. For more information, please visit www.nechama.org.

Job Parameters: Full-time remote position. Work may be performed anywhere in the United States.

Accountability: Reports to Chief Executive Officer.

Job Description: NECHAMA is seeking a full-time Director of internal Operations to join our team and work with the CEO, staff, and board. The Director will oversee NECHAMA's capacity building, finances and internal administration. NECHAMA is a small organization, currently with nine budgeted roles, but we are projecting significant future growth in the next several years. Our staffing and budget model also expands exponentially in the aftermath of significant natural disasters. The Director of Internal Operations will contribute to the success of NECHAMA's day-to-day operations while also serving as strategic advisor, thought partner, and operational integrator for the CEO, ensuring that internal growth and capacity are paired.

Capacity Building and Internal Growth Responsibilities:

- Work with the CEO to design and implement holistic change management frameworks for NECHAMA while prioritizing transparent internal communications, strengthening cross-departmental connections, and ensuring that future growth is sequenced with internal capacity.
- In coordination with the CEO, regularly convene and set agendas for senior leadership team and staff meetings; and plan and execute annual in-person staff retreats and virtual staff trainings.
- Partner with the CEO and senior leadership team to develop, track, monitor, and drive progress against NECHAMA's strategic plan.
- Promote a workplace culture where colleagues feel valued, secure, and trusted and NECHAMA's core values are proudly showcased internally; optimize remote working challenges to meet the needs of NECHAMA team members.
- Recognize and anticipate gaps, opportunities and challenges as they relate to internal operations, finance and administrative systems; generate ideas, and provide innovative solutions to problem solve.

Finance Responsibilities:

- Oversee NECHAMA's financial procedures and recommend new policies to maintain best practices.
- Develop and manage NECHAMA's annual organizational budget.

- Overseeing an external bookkeeper, ensure that invoices and payments to vendors are paid; revenue and expenses are entered in Quickbooks Online, Funraise and other software programs; and bank transactions are reconciled.
- In coordination with the bookkeeper, reconcile actual revenues and expenses with budgets, and produce monthly financial statements.
- Working with auditor, CEO, and board treasurer, facilitate the annual audit process and filing of the IRS Form 990.
- Working with the Development Director, process donations to NECHAMA and ensure that appropriate acknowledgments are transmitted and that expenditures are made in compliance with donor intent.
- Oversee expense submissions and credit card purchases through Bill/Divvy.
- Serve as a liaison to the NECHAMA board's finance and audit/risk committees.

Administration Responsibilities:

- Manage NECHAMA's overall human resources including recruitment strategies and systems, onboarding new employees, updating the employee handbook, managing annual performance evaluation process, providing professional development, and orchestrating separations.
- Serve as internal lead on issues relating to Insperity, NECHAMA's new Professional Employer Organization, including managing bi-weekly payroll, and overseeing health insurance, retirement, workers compensation, unemployment insurance, and other benefit programs provided through Insperity.
- Direct and maintain policies and procedures to ensure NECHAMA's compliance with federal and state employment and workers compensation laws; serve as liaison with NECHAMA's external legal counsel on human resources, 501(c)(3) restrictions, and legal risks; oversee organizational risk exposure and coordinate business insurance coverage for NECHAMA; and liaison with a vendor who coordinates charitable solicitation submissions for state regulators.
- Working with Communications Director, manage email, software, and computer issues that arise; oversee NECHAMA's Google drive and document nomenclature retention system.
- Serve as point of contact with landlord/building management for NECHAMA's office and warehouse facilities; ensure that the vehicles in NECHAMA's fleet are appropriately registered, insured, and maintained; and supervise Minnesota-based contractor providing mail and check depositing services.
- Other tasks and projects as they arise.

Qualifications: While no one person will embody all the qualities below, the ideal candidate will possess most of the following professional and personal abilities, attributes and experiences:

- Passion for and commitment to NECHAMA's mission.
- 7+ years of experience in the nonprofit social impact or mission-driven sector in a role advancing internal operations, finance, change management, administration and/or human resources. Management experience in these areas preferred.
- Bachelor's degree required, preferably in a field like accounting, finance or organizational management.
- Significant understanding of budgets and bookkeeping is required as is basic knowledge of accounting best practices/GAAP.
- Experience with and strong understanding of change management principles, methodologies, and tools.
- Strong organizational and project management skills with the ability to multitask and meet deadlines.
- Detail and team-oriented with excellent communications, leadership, and problem-solving/analytical skills.
- Energetic and inclusive collaborator with high emotional intelligence and ability to motivate and inspire others during times of change.

- Knowledge of the organized Jewish community, preferred.
- Commitment to racial equity and ability to effectively collaborate across lines of race, class, and religion.
- Experience working in fully remote environments.
- Honesty, confidentiality, transparency, discretion and personal trust in every facet of their work.
- Proficiency with Google Workspace, booking tools - including Quickbooks Online, and client relationship management (CRM) required. Experience with online human resources management tools and Bill/Divvy, the internal expense calculation tool, preferred.
- While not needing to be a tech guru, successful candidates should have facility and comfort with technology and enthusiasm for learning new functions and products.

Eligible candidates must be currently authorized to work in the United States, will not now, or in the future, require sponsorship of a visa for employment authorization in the United States, and are willing to provide employment verification as required.

NECHAMA is an equal opportunity employer and does not discriminate in employment opportunities or practices on the basis of race, ethnicity, national origin, religion, sexual orientation, disability, sex, age, gender identity or expression, or other status protected by applicable law. NECHAMA is committed to providing employees with a work environment free of discrimination and harassment.

Not sure you meet 100% of our qualification? Research shows that men apply for jobs when they meet an average of 60% of the criteria, while women and others who are systematically marginalized tend to only apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. Whether you are new to this field, returning to work after a gap in employment, looking to transition, or take the next step in your career path, we will be glad to have you on our radar.

Salary range: \$90,000 - \$110,000 depending on experience.

Benefits:

- Health insurance
- Workers compensation, disability, life, and dental insurance
- Flexible Spending Account (FSA)
- Access to a 401(k)
- 15 vacation days and 10 sick days annually
- Most federal and Jewish holidays (that fall on a week day).

How to apply:

Email the following to jobs@nechama.org:

- Detailed cover letter addressing interest and qualifications
- Resume
- Contacts for 3 references and how they know you
- Salary expectations
- Where you saw this job description

Applications will be accepted on a rolling basis until the position is filled.