

Job Description
Director of Finance and Administration



Institute for Jewish Spirituality™
Cultivating Mindfulness. Deepening Connection. Enlivening Jewish Life.

**Position Announcement: Director of Finance and Administration
July 2022**

About Us

The Institute for Jewish Spirituality (IJS) envisions a world in which spiritual practice is a vital part of Jewish life, leading to greater peace, compassion and justice. IJS's mission is to develop and teach Jewish spiritual practices so that individuals and communities may experience awareness, purpose, and interconnection.

Founded in 1999, IJS has led the development of our core practices of mindfulness meditation, tikkun middot (the cultivation of sacred character traits), Torah study, prayer, and embodied practices such as yoga. We are currently developing two additional core practices of Sacred Listening and Ritual Practice. Grounded in Jewish values and thought, these practices enable participants to deepen their inner lives and connect more mindfully with others, Judaism, and the sacred.

In 2022, IJS announced a strategic plan outlining growth in three major program domains: serving the spiritual needs of people across the lifespan, leadership development, and building the field of Jewish spirituality. In support of the strategic plan, IJS has secured over \$3.6 million in new multi-year commitments from individuals and foundations. These investments are the foundation of a combined \$16 million in grants, individual contributions, and program fees the Institute seeks to raise and earn over the next four years to achieve the plan's goals. The Institute seeks to expand and diversify its staff as a cornerstone investment in fulfilling its mission and strategic objectives, and as such we encourage candidates from diverse backgrounds to apply.

Summary

Working closely with the Chief Operating Officer (COO) and Chief Executive Officer/President (CEO), the Director of Finance and Administration will be a strategic thought-partner to the COO, CEO and other members of IJS's senior leadership team. The successful candidate will be a skilled and supportive manager and will lead and develop an internal team to support the following areas: both day-to-day and longer-term financial operations, business planning and budgeting, human resources, administration, and IT. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a quickly growing, well-respected, high-impact organization.

Primary financial responsibilities include overall financial strategy and oversight, overseeing all accounting matters, cash management, budget preparation and oversight, management of state and federal filings, state charitable solicitation registrations, and management of the annual audit. Core administration responsibilities include management of human resource vendors, management of legal matters including contracts, oversight of insurance and technology solutions, and managing back-end office and organizational operations. This position will work closely with all departments and all levels of leadership on an ongoing basis.

Job Description

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Essential Duties and Responsibilities:

Strategy

- Support the CEO and COO and members of senior leadership to define the financial process and implement the infrastructure/systems needed to support substantial growth over the next one to five years.
- Assist and partner with Senior Leadership to develop and evolve long-term internal organizational strategy and planning; serve as a sounding board and provide counsel to CEO and COO regarding a range of internally-focused matters.
- Stay apprised of the organization's external strategy and provide input as requested.

Finance

- Financial Strategy
 - Lead on overall financial strategy, including but not limited to transparent budget cycle planning and accountability across the organization, deepening the organization strategy around earned revenue streams, and providing insight into overall expense/revenue management.
- Accounting & Compliance
 - Oversee all financial and accounting functions including daily accounting, cash management, accounts receivable/accounts payable, monthly reconciliations and other monthly closing procedures, accounting policies and procedures.
 - Provide financial oversight and guidance on all donations (booking details, restrictions, etc.).
 - Coordinate and lead the annual audit and the preparation, completion, and timely filing of all tax and related forms, including Form 990, annual state charitable registrations (e.g., Form MA PC and similar for 13 states), Forms 1099 and 1096, any additional required filings, and liaise with the board Audit Committee.
- Budgeting & Budget Tracking
 - In partnership with the CEO, COO and Senior Leadership team, draft the annual budget and manage the annual budgeting process and related monthly/quarterly budget-to-actuals reporting for accountability.
 - Maintain cash flow and budget forecast and provide monthly updates and analysis to Senior Leadership.
- Reporting
 - Liaise with Grant Writer and Development Team to prepare financial materials for new and renewed grants
 - Ad-hoc and regular analysis and reporting, including quarterly and annual financial reports to the Board, regular reports to leadership team, grant-related analysis and reporting, and more.
 - Effectively communicate and present the critical financial matters to the Board of Directors.
 - Participate in the Board of Directors Finance Committee, regular check-ins with Board Treasurer and related Board meetings as requested.
- Supervise Finance team, including Senior Accountant and Bookkeeper.
- Miscellaneous financial support as needed.

Job Description

Director of Finance and Administration

Administration

- Manage the Professional Employer Organization (PEO) relationship and Human Resources functions, onboarding/offboarding, state compliance, semi-monthly payroll, 401k contributions, all related filings (e.g., W-2s, 1099s, 941s, 940, etc.), monitor benefits, and paid time off.
- Work closely with IT Consultants and staff Tech Task Force to oversee all back-end operations systems including GSuite/MicroSoft Office, Google Groups, Google Shared Drives, all data backups, and more. Regular review of current IT policies and systems and work with the team on implementing new ones.
- Review and update key policies and procedures, such as financial policy and procedure manual and organization employee handbook.
- Review and manage the organization's insurance portfolio
- Review and approve all consultant and vendor contracts.
- Oversee administrative functions as well as facilities to ensure efficient and consistent operations as the organization scales.
- Miscellaneous administrative and operational support as needed.

QUALIFICATIONS

Education and Experience

- Five to eight years of related financial and administrative professional experience, including managing the finance and administration of a high-growth \$4+ million organization (preference given to nonprofit experience)
- Experience or degree in accounting, business, or related field.
- Experience holding final responsibility for the quality and content of all financial data, reporting and audit coordination for at least a division or major program area
- Experience overseeing human resources, a plus
- Ability to translate financial concepts to – and to effectively collaborate with -- programmatic and fundraising colleagues who do not necessarily have finance backgrounds
- Technology savvy with experience selecting and overseeing software installations and managing relationships with software vendors; knowledge of accounting and reporting software
- Strong skills in Microsoft Excel, Word and PowerPoint
- Experience with Intacct, Bill.com and Tallie.com, or similar financial systems is a plus

Skills and Competencies

- Excellent verbal, written and interpersonal skills
- Outstanding attention to detail
- Adaptable and flexible
- Ability to adjust quickly in a fast paced and growing environment
- Interested in mindfulness and spirituality from a Jewish perspective.
- Committed to antiracism, diversity, equity and inclusion.

Job Type and Salary:

Position is full time with an annual salary of \$110,000-\$140,000 per year based on experience.

IJS is a hybrid work environment based in New York City. Due to the nature of this position, the preferred candidate should be able to work in person 1-2 days per week and travel to New York City for quarterly in person staff meetings.

Job Description

Director of Finance and Administration

Hours of Work, Holidays, and Other Benefits

- Full-time exempt position with paid vacation and sick time.
- Office is closed for most Federal and Jewish holidays.
- Travel for in person staff meetings (approx. 4 per year), typically to New York City.
- Occasional weekend and evening events.
- Health insurance with an employer contribution towards premiums.
- 401k match.
- Other benefits include FSA account, Dependent Care Allowance, Life Insurance policy, access to IJS online courses.

How to Apply

Candidates should send the following (with "Director of Finance and Administration" as the subject) to: careers@jewishspirituality.org:

- Current resume
- Cover letter
- Three references (names and contact information, relationship) whom we can contact