



Position: Chief Operating Officer

The Jewish Education Project seeks a senior-level, skillful, and passionate COO, experienced with the financial oversight of a relatively large organization/agency, and ready to help lead a century-old and continuously evolving mainstay of Jewish education into its next stage of growth, in metro New York and nationally.

The COO reports directly to the CEO and holds a primary leadership position as supervisor and first point of contact for several senior staff. The COO will manage many senior staff teams ensuring the integration between the operational processes and the programmatic elements of the agency, integrating operational processes and program.

The COO will be empowered to a significant degree in overall leadership and direction of the agency. They will be key in our partnership with external, internal, board, and other critical stakeholders, working with lay committees and task forces to evaluate and demonstrate progress toward meeting strategic goals, commitments and objectives that ensure the continued financial health of our agency. Building off the strength of our regional work in metropolitan New York, our new strategic expansion plan for 2018-2023 envisions a strategic expansion of our impact across North America. The COO will oversee and manage the agency's fiscal performance, technology systems, human resources, and facilities; provide leadership to ensure the implementation of the agency's strategic planning and review processes; and have primary responsibility for assessment of strategic objectives. In addition, the COO will provide leadership for the senior management team in partnership with the CEO; serve as liaison to a broad range of partnering organizations; and work with committees and task forces of the Board of Directors to keep them abreast of successes and challenges in achieving the strategic goals and objectives.

Employment Details: Anticipated start date of March 2019. This job will be based out of The Jewish Education Project's main office at 520 Eighth Avenue, 15th Floor, New York, NY 10018

Who We Are:

The Jewish Education Project has a budget of over \$12.5M with 55 employees, and inspires educators, clergy, principals and lay leaders with new ideas, skills and invaluable networks. Our goal is to lead our children and families to be their best selves, feel more connected to Jewish community and make the world a better place. Our organization is nationally renowned for our leadership training, creative educational experiences and expertise in relationship-building. The Jewish Education Project's impact can be seen through 800 educational programs in New York City, Westchester and Long Island, engaging over 160,000 Jewish children, teens and families of all backgrounds.

Responsibilities:

- Provide clear operational procedures and processes as well as being actively involved in all programs and services, developing a broad and deep knowledge of all programs.
- Supervise several senior-level managers from different teams within organization
- Work in partnership with the CEO to implement the strategy of the agency, including the actualization of the newly approved growth plan.
- Identify opportunities for The Jewish Education Project to leverage cross-program strengths to take advantage of new opportunities and to address organizational challenges.
- This position will oversee six main areas:
 1. **Fiscal management:** Ensure the continued financial viability and growth of The Jewish Education Project's operations through sound fiscal management and oversight
 2. **Facilities:** Key decision-maker on our 27,000-sq.-ft. (19,000 of which is useable) NYC facility, our two satellite offices in Syosset, Long Island and White Plains, in Westchester, costs and updates, and any lease/moving requirements
 3. **Operations:** Assure the effective implementation of efficient operational systems that support and evaluate the work of the organization including our CRM (Salesforce)
 4. **Technology/systems:** Decision-maker and visionary for technology needs that allow us to do and grow our work seamlessly

5. **Human Resources:** Lead, coach, develop, and retain high-performance management team with an emphasis on developing capacity in strategic analysis, planning, effective execution, program budgeting and evaluation
6. **Grant writing and reporting to UJA and Foundations:** Oversee and write the core grant report for our largest funder and partner; oversee all grants and relationships with the and other national foundations

Who You Are:

This is an extraordinary opportunity for an individual with extensive program and operational management experience to grow and further develop an organization that has already made significant impact as a change agent in the field of Jewish education. The successful candidate will partner with the CEO and work in deep collaboration with a high-performance management team.

Specific requirements include:

- You are given to candor and transparency when communicating with others. You can make difficult decisions and manage conflict effectively, with a positive, passionate attitude to the work.
- Shows initiative; can work independently with an action-oriented, entrepreneurial, flexible, self-driven, and innovative approach to operational management
- Excellence in organizational management with the ability to coach and supervise senior-level staff to manage and develop high-performance teams and to develop and implement program strategies
- Track record of effectively leading an organization with a complex array of programs with the ability to leverage strengths across program areas; excellent project management skills
- Analytic and decisive decision maker with the ability to prioritize and communicate to staff, board, and funding partners our key objectives and tactics necessary to achieve organizational goals
- Ability to point to specific examples of having led organizational transformation projects and program development
- Proven success in managing: program budgeting and fiscal management; grants acquisition, management and reporting; and in developing and managing program assessment systems with an unwavering commitment to quality
- Experience managing human resources function including personnel, compensation, and recruiting.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent public speaking skills
- A deep commitment to Jewish education
- Minimum BS/BA degree with at least 10 years of experience and a track record in management-level position. (MPA or MBA a plus.)

What We Offer:

- A positive, supportive working environment with exposure to great learning opportunities and a chance to meet and work with some of the top professionals in the field of Jewish Education
- Highly competitive salary
- Excellent benefits: 3 weeks paid time off in year 1 and increasing incrementally on a set schedule; Comprehensive health insurance; 401k plan and matching; Commuter benefits; Funds towards professional development
- Work schedule: Early close on Fridays for Shabbat; Closed for most Jewish holidays

How to Apply:

- Please submit resume and cover letter to careers@JewishEdProject.org. Please include the job title in the email subject line.

The Jewish Education Project aims to select, place and train the best qualified individuals based upon relevant factors such as work quality, attitude and experience, so as to provide equal employment opportunity for all our employees in compliance with applicable local, state, and federal laws and without regard to non-work related factors such as race, color, religion/creed, gender, national origin, age, disability, marital status, sexual orientation, veteran status, or any other protected class. We encourage and support diversity and tolerance in our workplace.