JPRO Director of Finance and Operations

Location: Flexible, U.S.

About JPRO:
JPRO is the organization of, by, and for the professionals who power Jewish organizations across the U.S. and Canada. JPRO offers opportunities for professional growth, network building, and career development, and builds the field through convenings, advocacy, and by developing our collective knowledge base. With a history that traces to 1899, JPRO is celebrating its recent trajectory of reinvention and growth. Since 2016, JPRO has expanded from 95 affiliated organizations to over 300 and has developed signature programs such as WellAdvised, JPRO Master Classes, and a one-of-a-kind conference. The organization’s business plan for 2021-22 prioritizes excellence, reach, and access. JPRO will be launching a new website and brand identity in August 2021. Learn more about our mission, vision, and values at https://jpro.org/about.

About the Position:
As Director of Finance and Operations, you will ensure that JPRO’s systems are smart and efficient, enabling us to serve individuals and the field at the highest level. You will be a member of a highly collaborative staff team of five and will be accountable for managing JPRO’s finances and operations. You’re an ambitious, detail-oriented professional with a mastery of nonprofit financial management and a passion for building and running smart, efficient systems. You will serve as the central address for all matters concerning JPRO’s financial management, data handling, software and services, and HR administration. You will report to the Chief Executive Officer and work closely with the Chief Program Officer, collectively comprising JPRO’s senior leadership team, and you will supervise JPRO’s Operations Associate.

Responsibilities:
Ensure our Continued Financial Health
- Advance systems for financial management and reporting, including forecasting and quarterly reports
- Partner with the Treasurer and Finance Committee to ensure board is well-informed and able to understand the state of JPRO’s financial affairs and exercise its fiduciary responsibility
- Liaise with accounting services firm to manage payroll and accounts-payable and -receivable financial reporting
- Manage and improve credit card and expense-tracking systems
- Manage and implement annual dues collection
- Liaise with auditors to prepare information for annual audit and tax filing
- Direct annual budgeting process
- Oversee the management of checking, savings, and reserve funds
- Ensure compliance with financial controls and policies and update where necessary

Be our Resident Database Guru
- Oversee donation records and affiliate, member, and event participation in NeonCRM database
- Envision and implement efficient, creative strategies for utilizing data to track and grow JPRO’s reach
- Manage the technical process of invoicing and collecting dues payments from JPRO affiliates and members
• Develop creative, effective strategies to help JPRO staff source reports, metrics, and data from NeonCRM to inform measurement and evaluation work
• Support program team in utilizing NeonCRM for event registrations and other programmatic needs

Prioritize Our People
• Manage employee benefits administration
• Maintain and update our employee handbook and HR policies, ensuring compliance with applicable employment laws
• Supervise paid time off tracking and administration
• Oversee employee onboarding, training, performance reviews, and access to ongoing professional development

Help our Team Work Smart (and not just hard)
• Oversee all software and services used by JPRO (NeonCRM, Dropbox, Zoom, Slack, Campaign Monitor, etc.)
• Liaise with external providers on all IT and technical support matters
• Be proactive in researching and recommending new solutions to JPRO’s growing and expanding operational needs
• Manage our vendor relations and contracts, particularly with regard to JPRO’s biennial conference, next taking place in Spring 2022
• Build and maintain relationships with other finance and operations professionals in our field to learn and share successful practices

Overall Responsibilities
• As a highly collaborative organization with a nimble and entrepreneurial culture, JPRO expects all staff members to take on a range of projects and responsibilities
• This position includes occasional travel—approximately four trips per year—to attend conferences, to staff the JPRO Conference, and to attend staff and Board meetings
• This role involves day-to-day supervision of JPRO’s full-time Operations Associate as well as certain part-time or project-based consultants
• JPRO regards this as a senior leadership role with the expectation that this person will partner with the CEO and CPO to help inform JPRO’s strategy and vision

Required Experience:
• At least eight years of relevant professional experience
• At least two years of supervisory experience
• Experience managing nonprofit financial systems including budget, audit, and reporting
• Exemplary track record of operations-related work
• Experience working with NeonCRM or similar database
• Experience managing HR systems
• Successful track record of overseeing systems with accuracy, timeliness, and consistency
• Knowledge of the landscape of Jewish organizations and Jewish life in the U.S. and Canada or demonstrated ability to build this knowledge quickly and with relative ease
Skills and Qualities:

- Passionate about providing top-notch customer service to all external and internal stakeholders
- Excellent initiative: sees beyond the immediate to intuit what might need doing and always keeps growth and future needs in mind
- Time-management whiz with an organized system to ensure accountability and follow-through
- Ability to understand and communicate how they will succeed as part of an all-remote team
- Completed reputable diversity, equity, and inclusion training or eager to do so; eager to work in organization with sustained commitment to DEI work
- At ease with and enjoys working with professionals from all generations and diverse religious and ethnic backgrounds
- Comfort with rapid change and start-up environments
- Sense of humor and playfulness
- Strong commitment to JPRO’s mission, vision, and values
- Brings joy and gratitude to the work we are privileged to do of, by, and for professionals

Salary and Benefits: Salary range of $85-105K (depending on experience and local cost of living); health insurance stipend of $10K/year; retirement contribution; paid time off and parental leave; work culture that pairs high expectations and accountability with significant flexibility; allowance for home office setup; significant investment in professional development.

To Apply: Please submit a cover letter and résumé to jobs@jpro.org with subject: Director of Finance and Operations / [Your Name]. Receipt of all submissions will be acknowledged within two business days.

JPRO Network provides equal employment opportunities to all employees and applicants for employment, and encourages applications from women; people of color; persons with disabilities; and lesbian, gay, bisexual, and transgender individuals. JPRO believes that a diverse staff team is necessary to carry out our mission and strongly encourages individuals from groups underrepresented in the Jewish professional world to apply.

JPRO seeks to increase equity in its hiring and therefore:

- To mitigate the inside edge sometimes given to those who have relationships with “field insiders,” JPRO does not accept informal recommendations from individuals with personal connections to our staff or Board members and cannot factor such referrals into selection of candidates for interviews.
- To maintain an equitable process, responses to all questions about the position will be answered in this FAQ document. Prospective applicants are encouraged to email questions to jobs@jpro.org with subject: Director of Finance and Operations FAQ. Responses will be posted within two business days.

This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties, or responsibilities associated with the position.