



PRIZMAH

Center for Jewish Day Schools

Position: Director, Operations

Status: Full-time, Exempt

Reports to: Elissa Maier, COO

Department: Operations

Location: New York Metropolitan Area

Date: August 2022

ABOUT PRIZMAH

Prizmah is the network for Jewish day schools across North America. We partner with day schools, yeshivas, philanthropists, and communities from all denominations, helping them grow their reach and impact and tackle the challenges on their paths to success.

Educating our children is the most important investment we can make in their future. Jewish day schools inspire and nurture young people, prepare them for remarkable and meaningful lives, and enable them to thrive.

Prizmah enhances the ability of schools to excel. Prizmah is building networks for schools and their supporters to connect, learn and drive impact – deepening talent by investing in professional and lay leaders; catalyzing resources to generate funding for schools to flourish; and accelerating educational innovation, to foster teaching and learning opportunities that empower students.

At Prizmah, we see what is possible for Jewish day schools, and we're passionate about making that vision a reality.

POSITION SUMMARY

The Director of Operations is responsible for the setup, implementation, and continued maintenance of internal systems and technology. This position is also responsible for Human Resource management and supervises the Programs and Operations Administrator.

CORE RESPONSIBILITIES

General Infrastructure/Systems

- Maintain and improve all technology systems, including email, Box.com, Slack, and Zoom. Troubleshoot as necessary.
- Maintain relationship with technology vendors.
- Identify, implement, and evaluate systems to improve internal communication and workflow.

- Maintain insurance needs for organization.
- Oversee office space, manage relationship with building management.
- Supervise Program and Operations Administrator.

Database Management

- Lead organization-wide oversight and management of CiviCRM database.
- Manage relationship with database/web consultants, working to both maintain the system and creating new functionalities.
- Project manage database and website projects.

Human Resource Management

- Manage relationship with PEO and enter employee data in PEO system.
- Implement annual re-enrollment for health care benefits.
- Manage hiring process and onboarding.
- Work with COO in the development and dissemination of new and updated policies and procedures.

Finance

- Enter and approve payroll bi-monthly into HR system.
- Assist in setting up state tax exemption.

EXPERIENCE AND QUALIFICATIONS

The successful candidate for this position will bring:

- 5 - 7 years of experience in leading the operational function of an organization
- Strong understanding of tech and data needs.
- Experience in overseeing technology functions and managing vendors.
- Familiarity managing platforms, such as Box.com (file storage), Zoom, Slack, and a CRM.
- Experience with human resource management such as benefits processing and payroll.
- Ability to work in a fast-paced environment
- Strong collaborative nature and skills, and a commitment to building a strong, positive team culture delivering results.
- Ability to manage multiple priorities.
- Knowledge of the Jewish community desirable.

WHAT WE OFFER

- Prizmah offers an excellent benefits package that includes comprehensive health insurance with a range of plans to select from, matching contributions to 401k, flexible spending accounts, vacation and sick time, and parental leave.
- Prizmah is committed to and support individual support and professional development.
- Early close on Fridays for Shabbat and on the Erev (eve) of other Jewish holidays. Closed for Jewish Holidays.

- Flexible hours.
- A work environment that prioritizes building a strong work-place culture. We value learning and professional development. You will be a part of a great team that cares deeply about the work we do and each other.
- Competitive salary in the non-profit field in the range of \$100,000 - \$120,000. Prizmah's salary ranges are based on education, experience and skill set required for each role. If your salary expectations are different and/or you have more experience than required, let's talk.
- Prizmah values the health and safety of our community. We also prioritize the need for opportunities for our team to meet and work in-person. Prizmah staff are required to show proof of full vaccination (including a booster shot) for Covid-19.

To apply, please send a cover letter and resume to employment@prizmah.org. Please include your name and Director, Operations in the subject line.