



OPERATIONS MANAGER

Organizational Context

Lippman Kanfer Family Philanthropies comprises two foundations: Lippman Kanfer Foundation for Living Torah (LKFLT) and Lippman Kanfer Family Foundation (LKFF).

LKFF was founded in 1966 and focuses on building a multigenerational culture of *tzedakah*. It provides grants primarily to Jewish organizations located in the communities where its board members call home: Akron and Cleveland, OH; Brooklyn and Chautauqua, NY; and Miami, FL. This year, LKFF will also activate a board/multi-generational family learning and grantmaking project that explores various facets of poverty and the organizations working to address them.

LKFLT was founded in 2013 to support the application of Jewish wisdom in addressing questions and challenges of universal relevance. LKFLT primarily funds national initiatives that uphold or advance human dignity. In mid-2021, LKFLT began a reflection period and a subsequent strategic planning process that will conclude in 2022. The board and staff are currently working together to envision the foundation's activities for the next several years in line with the newly defined strategy. The chair of the board is also currently acting president, managing the staff team; a search for the senior staff leader to take on this role will begin by this fall.

Role Introduction

You will work closely with everyone on the small staff team and report to the presidents of both foundations. You will also work with members of Walnut Ridge Strategic Management Company, the Kanfer family office. Foundation hours are M-F, 8:30-5:00. Your role will be expected to work full-time within these hours and, occasionally as needed, alternate and/or additional hours as is the case with many salaried positions. You may be expected to work both in-office (Brooklyn, NY) and remotely, depending on public health and other considerations. You will likely travel to Chautauqua, NY, for a board-staff retreat each summer, and you may visit the family office on the East side of Cleveland, OH, from time to time. You may also have opportunities to travel for professional development and conferences.

Key Areas of Responsibility

Budget and Financial Management

- Develop, ensure board approvals of, and oversee the foundations' annual budgets; forecast expenses by month and work with the family office to ensure they are properly reflected in the accounting systems.
- Initiate and oversee payment of all foundation expenses on time and with proper approvals.
- Track expenses and assist the family office in the preparation of monthly and year-end financial statements.
- Create financial reports for board meetings, incorporating the latest information about the foundations' corpuses.

- Prepare grant commitment and payment summaries for the annual 990PF filings.
- With support from the treasurer, oversee the foundations' corpuses and investments managed by the financial advisors.

Legal and Governance

- Manage contracts and service agreements for consultants, vendors, and grantees.
- Maintain compliance with local, state, and federal regulations.
- Hold relationship with outside counsel and family office counsel, and correspond on legal questions as needed.
- Serve as the secretary, an officer position, of the foundation boards, performing such duties as the following:
 - Lead annual conflict of interest acknowledgement and disclosure for foundation boards and staff leadership.
 - Ensure fidelity to foundations' bylaws, conceptualize and draft revisions as necessary, and help board and staff to understand implications.
 - Serve as a voting member of the foundations' investment committees.

Project Management, Administration, and Operations

- Project manage the implementation of foundations' strategic plans.
- Coordinate events and handle contractor and vendor logistics.
- Oversee foundation software and systems, and support staff and partners in effectively using these systems.
- Ensure staff and board members have any materials, supplies, and products needed to perform their roles.
- Steward team knowledge management and respond to data requests from foundation leadership.
- Manage foundation participation in industry membership organizations.
- Support foundation boards' grantmaking processes.

Other Areas to Which You Will Contribute

- RFPs, recruitment, and selection of facilitators, consultants, and other contractors
- Grant and initiative evaluation
- Organizational culture initiatives, including diversity, equity, and inclusion work
- Foundation programs and materials
- Foundations' grantee and prospect relationships

Role Requirements

- Prior experience with developing and managing budgets and financial operations
- Strong project management practices and an ability to get things done without positional authority and with relative independence (able to collaborate while also holding accountability)
- Able to manage competing priorities within time constraints
- Highly detail oriented and capable of managing multiple work streams simultaneously
- Possess a process orientation and skilled at designing and implementing systems

- Approach problem solving with a 'how might we' attitude in search of creative solutions
- Ability to hold details across many types of information and communicate complex information clearly and concisely
- Proficiency with common workplace software solutions and ease in learning new software

Additional Desired Qualifications

- Familiarity with non-profit organizations
- Experience within the Jewish communal landscape
- Exposure to investment management principles and field

Compensation and Benefits

The salary range for this role, which is full-time and non-exempt, is \$80,000-\$90,000/year.

The role also includes an outstanding benefits package with medical, dental, vision, disability, and life insurance coverage; employer 401(k) contributions; health and/or flexible savings account; a matching donation program; 15 days of paid vacation plus generous holiday schedule; professional development; and more.

How to Apply

Please submit your resume in PDF or DOC format, along with a cover letter describing your interest and qualifications to info@lippmankanfer.org. Please respond to these two questions in your cover letter:

- What excites you about working for Lippman Kanfer Family Philanthropies?
- What specific expertise and experiences will you draw on to do the job?

Applications will be reviewed on a rolling basis.

Lippman Kanfer Family Philanthropies prioritizes an equitable and inclusive work environment and seeks a diverse applicant pool. LKFP does not discriminate based on race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or genetic information.

As part of our commitment to the health and safety of our employees and partners, we have implemented various COVID-related precautions. At start date, all new employees must have received a full primary series COVID vaccination and a booster. Other requirements include sharing documentation of vaccination status with the organization and may include mask wearing and social distancing. Requirements may change as needed to conform to evolving public health circumstances. LKFP will consider medical and religious accommodation requests as required by applicable law.