



## Chief of Staff

Brooklyn, New York

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### EXECUTIVE SUMMARY

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In 2013, Lippman Kanfer Foundation for Living Torah (the Foundation) was established with the purpose of repairing and enriching the world through thriving Jewish life. The Foundation's primary focus is to support the application of Jewish wisdom in addressing questions and challenges of universal relevance. At a critical moment of opportunity, with a new President having recently joined the Foundation, the board and staff are currently working together to envision and design the Foundation's activities for the next several years in line with its latest strategic evolution.

Lippman Kanfer Foundation for Living Torah now seeks an action-oriented Chief of Staff to join a leadership team that will drive the next phase of the Foundation's work to make Jewish life more meaningful and impactful.

### ORGANIZATIONAL OVERVIEW

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Lippman Kanfer Foundation for Living Torah is a strategic family foundation. Its board is comprised of five family members spanning two generations. It has a current staff of three full-time and two part-time people and is expected to add two full-time people (including the Chief of Staff) immediately, with additional staff possible in the future based on the needs of our work.

#### Living Torah at the Center

We believe Judaism is a dynamic, evolving force in ongoing dialogue with the world and that it brings thousands of years of accumulating wisdom and a powerful vocabulary to this conversation. We call this wisdom "Living Torah." We believe that Living Torah can inspire and guide Jews and "Fellow Travelers" (those from all backgrounds who feel a kinship with Judaism) to live more meaningful lives and to repair and enrich the world. We see ourselves as part of a movement of people and organizations who are connecting Jews and Fellow Travelers to Jewish wisdom, sensibilities, and experiences.

#### Strategic Activities

The Foundation is a grantmaking and operating foundation with an annual budget of approximately \$4 million per year. Historically, we have deployed a variety of initiatives to pursue the Foundation's goals: grantmaking, designing and hosting convenings of stakeholders, the Lippman Kanfer Prize for Applied Jewish Wisdom to lift up promising practices and organizations, and funding research about Jewish life and wisdom. In the years ahead, we expect to experiment with these and other activities.

### THE OPPORTUNITY

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The Chief of Staff of Lippman Kanfer Foundation for Living Torah will serve as core member of the foundation's professional leadership team, partnering with the President, Chief Ideas Officer, and Director of Communications. The primary focus of this role is execution and delivering projects and programs in support of the organization's

mission, galvanizing a passionate team and highly engaged board to move forward with a bold plan to transform the experience of Jewish life in America.

**Key Objectives of the role:**

- Oversee planning, development, and execution of strategic initiatives, ranging from grantmaking to programs to convenings, with guidance from and in partnership with senior leadership.
- Assist and communicate with leadership team and board in decision-making, program management, and initiative implementation.
- Review, design, and execute improvements to organizational processes and procedures to improve efficiency and productivity.

**Operations & General Administration:**

- Turn vision into action plans: own the overall implementation of the foundation's strategic initiatives; take dreams through design and delivery--operationalize the implementation of ideas, create specific, measurable goals and drive action to achieve results.
- Oversee and ensure integrity of grantmaking process and grants management; supervise grants manager (to be hired).
- With support from colleagues, oversee event logistics for internal meetings and external events.
- Steward team's knowledge-management systems (e.g., SharePoint, CRM) to ensure ongoing integrity and accessibility of documents and records. Liaise on IT needs with family office colleagues.
- Ensure that daily operations are efficient, project management processes are followed, and that consistent operational practices are used within and between teams.
- Identify best or cutting edge practices and facilitate improvement of internal systems with an eye towards future needs.

**Staff Management and Culture**

- Supervise grants management and operations staff, including full-time grants manager/admin manager (to be hired by the Chief of Staff), part-time operations manager, and part-time special projects coordinator.
- Establish small purpose driven teams for short-term projects that may include both internal employees and external consultants.
- Vet, engage and supervise contractors as appropriate, with support from the family office.
- Lead regular staff meetings and occasional staff retreats and planning meetings.
- Identify appropriate methods for sharing and balancing workloads, facilitating cross-collaboration across our small team.
- Together with the President, lead organizational culture initiatives, with the goal of making the Foundation a great place to work.
- Maintain and update (as needed) policies and strategies related to HR, governance, safety, and wellbeing.

**Financial Management**

- Develop, ensure board approvals of, and oversee the foundation's annual budget; forecast expenses by month and work with the family office to ensure accurate bookkeeping.
- Liaise with family office finance and accounting team for review and reconciliation of foundation expenses and cash flow.
- Initiate and oversee payment of all foundation expenses.
- Create financial reports for board meetings.
- 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 & Governance**

- With support from the family office and external legal counsel, monitor and ensure foundation compliance with all relevant local, state, and federal regulations and statutes. Correspond on legal questions as needed.
- Manage contracts and service agreements for consultants, vendors, and grantees.
- Serve as the secretary of the foundation board (an officer position): prepare and circulate materials before board meetings; prepare minutes of board meetings; lead annual conflict of interest policy renewal; ensure fidelity to foundation's bylaws; take minutes at board meetings; serve as a voting member of the foundation's investment committee.
- Oversee preparation and distribution of board and staff meeting materials and notes.
- Collaborate with leadership team to develop strategic educational plan and learning agenda each year.

## **CANDIDATE QUALIFICATIONS**

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While no one candidate will embody all the qualifications enumerated below, the ideal candidate will have deep mission alignment with the Foundation and possess many of the following professional and personal skills, attributes, and experiences:

### **Key Experience Requirements:**

- 7+ years of management or related experience with an emphasis on project/program management and operational execution.
- Experience with non-profit organizations as an employee or board member is strongly preferred.
- Experience translating strategic initiatives into programs and projects as well as managing their execution.
- Experience overseeing (planning and leading) multiple disparate projects/programs at the same time.
- Experience providing financial oversight to an organization or business unit.
- Skilled across the Microsoft Office suite of products.
- Grant Management experience is a plus.
- Marketing technology/CRM experience is a plus.
- Ability to commute to the Brooklyn office location regularly is a plus.

### **Additional Competencies that are important to the role:**

#### **Organizational Leadership to Support Strong Infrastructure**

- Proven abilities and extreme dedication to efficient productivity, accountability, and results; comfort using technology to improve efficiency, track progress, and streamline communications.
- Ability to develop agile and equity-centered organizational structures and systems that can be both responsive to ongoing learning and strategic in focusing its limited resources.
- Commitment to creating a strong and healthy workplace that internally reflects the values the Foundation advocates for by centering diversity, equity, inclusion, and belonging.
- A collaborative and reflective leadership style that values staff contributions and experiences, fosters trust, accountability, clear communication, and effective decision-making, and capably manages and motivates teams toward a shared vision and measurable goals.
- Experience working in partnership with a board and leveraging board members' time, expertise, and networks.

#### **Strong Relational Capacity**

- Demonstrated ability to build and maintain relationships with a wide array of people.
- Strong convening and facilitation skills and an authentic interest in listening to and learning from others; ability to establish trust with a diverse set of collaborators and a commitment to honoring and elevating the expertise and wisdom of partners.

- Demonstrated ability to have authentic dialogue around sensitive and complex issues including grantee expectations, strategic direction, and organizational and communal priorities; emotional intelligence and active listening skills, and the ability to use interpersonal skills in collaborative, diplomatic ways.

#### **Excellent Communication Skills**

- Superb written and spoken communication and external relations skills.
- Ability to manage information flow across multiple stakeholders and stakeholder groups while ensuring accuracy, privacy, and timeliness.

#### **Integrity and a Learning Mindset**

- Nimble business mind, focused on developing creative solutions, and being open to multiple ways to solve a problem.
- A critical competency is that the successful candidate embraces the Foundation’s core values and Living Torah perspective,” which can be reviewed in detail on the Foundation’s web site. <https://lkflt.org/purpose-values/>
- Demonstrated experience advancing a “change agenda” under conditions of great uncertainty and from a posture of influence (not authority).
- An orientation to learning, experimenting, hypothesis generation, data gathering and analysis.
- Comfort navigating ambiguity and pivoting based on new learning and information.
- A willingness to learn from anyone and anywhere while maintaining a critical analysis rooted in a strong sense of self.
- High ethical standards met with high integrity.
- Strong attention to detail.

#### **COMPENSATION**

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Lippman Kanfer Foundation for Living Torah has set a salary range at \$130,000 - \$150,000 that is determined based on level of experience.

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

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