Position Title: Development Operations Manager  
Department: Institutional Advancement  
Location: Hebrew Union College – Jewish Institute of Religion  
Brookdale Center  
One West Fourth Street  /New York, NY 10012  
Supervisors: Senior Director of Development Operations  
Status: Full Time  
Effective Date: Immediate  
Salary Commensurate with experience  

About Hebrew Union College-Jewish Institute of Religion  

HUC-JIR is the center of innovation for Jewish life and learning – preparing rabbis, cantors, leaders in Jewish education, Jewish nonprofit professionals, pastoral counselors, and scholars to apply their knowledge, commitment, vision, and expertise to strengthen and transform the Jewish community and larger world. We are the premier Jewish seminary in North America and the academic, spiritual, and professional leadership development center of Reform Judaism. Our students and alumni are leading a Jewish renaissance in North America, Israel, and around the globe as leaders in synagogues, schools, Hillels, hospitals, camps, and Jewish organizations worldwide.  

About Institutional Advancement  

With the arrival of our new president Dr. Andrew Rehfeld, Hebrew Union College-Jewish Institute of Religion has launched an immediate and significant investment in institutional advancement staff and activities to strengthen philanthropic support for our mission of developing the next generation of Jewish professional leaders and scholars. We are recruiting a team to build our infrastructure, expand our donor base, enhance our stewardship efforts and increase our short-term revenue as we prepare for a major campaign in the next few years.  

About the Position  

Reporting to the Senior Director of Development Operations, the Development Operations Manager is the business manager and office manager for Institutional Advancement (IA). The position works closely with IA staff and the National Business Office (NBO) on expense reports, budget transfers, and other financial processes, while taking the lead in department-wide meeting scheduling and preparation, office supply and equipment management, report dissemination, and staff onboarding. The ideal candidate enjoys project and information management, is tech-savvy and detail-oriented, has an inquisitive mind and strong analytical and communication skills, and is a willing and positive team player.
Specific responsibilities include:

**Business Manager**

- Process invoices, purchase orders, check requests, travel requests, and expense reports for the Institutional Advancement Department. Coordinate closely with IA and Business Office staff.
- Compile Hanassi program student expense reports and expense reports for the VP of Institutional Advancement and other senior IA staff.
- Distribute NBO forms and information, including budget information, to IA Team; update SharePoint NBO Folder; write guidelines for NBO processes. Act as a main point of contact between IA and the NBO.
- Troubleshoot budget, expense, and travel issues; educate and train IA staff on budget processes and procedures.
- Coordinate and run meetings with departmental budget managers once a month.
- Support the Senior Director of Development Operations and VP of Institutional Advancement in managing the departmental expense budgets.

**Office Manager**

- Coordinate ordering of supplies, stationery, hardware, and other office equipment with campus staff.
- Disseminate regular reports as directed by, and in coordination with, the Senior Director of Development Operations, Director of Advancement Services, and Assistant Director of Prospect Management, among other IA staff.
- Schedule, coordinate, and prepare for departmental meetings, including meeting reminders, reports/materials preparation, agenda creation, and follow-up.
- Coordinate, prepare, and implement staff onboarding with campus operations staff, IT, HR, and the hiring manager. Create and maintain onboarding procedures, guidelines, and materials.

**Other Responsibilities**

- Support Institutional Advancement fundraising efforts by assisting with mailings, database tasks and reporting, meeting and event coordination, liaising across campuses, and other administrative tasks as needed.
- Perform other duties as assigned.

**Requirements**

The Development Operations Manager must have an eye for detail, enjoy juggling multiple projects and priorities, and be able to work with a complex organization which encompasses four campuses and three time zones. The ideal individual will have the ability to work collaboratively with strong written and verbal communication, have technological curiosity and impeccable organizational skills. S/he will be responsibility-oriented, not task-oriented and will anticipate and help to resolve problems. Excellent interpersonal skills, and a cheerful and positive approach when working with colleagues, faculty and administrators is essential.

- Bachelor’s Degree required.
- 3-5 years related experience in an academic, non-profit, or office environment.
Advanced knowledge of MS Office, and Office 365 including Word, Excel, Outlook, Drive and PowerPoint, and facility with learning new software/databases required. Familiarity with Google-Suite.

- Knowledge of Raiser’s Edge or another donor database preferred.
- Availability for occasional evening and weekend work.

**Organizational Relationships:**

The Development Operations Manager reports to the Senior Director of Development Operations, who reports to the Vice President of Institutional Advancement, who reports to the President of HUC-JIR. The department of Institutional Advancement encompasses Development, Alumni Relations, Communications, and Public Affairs.

To effectively fulfill the responsibilities of the position, the Development Operations Manager must work closely with Directors of Development and Gift Officers, Development colleagues, particularly those in advancement services, Communications staff, Deans and Program Directors on all campuses and National Business Office staff.

**Working Conditions of Employment**

Work may on occasion require more than 35 hours per week to perform the essential duties of the position; normal office environment.

**Application Procedure**

For immediate consideration, interested candidates should forward their resume and cover letter as a single PDF attachment to: pgish@huc.edu with Development Operations Manager in the subject line.

Candidates selected for employment are subject to background check.

**Hebrew Union College-Jewish Institute of Religion** is an Equal Opportunity Employer (EOE) and complies with all applicable laws and regulations regarding equal employment opportunities. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender, gender identity and expression, national origin, sexual orientation, disability, or veteran status.