



**OPERATIONS MANAGEMENT/HUMAN RESOURCES TEAM
OPERATIONS MANAGER**

[The Nathan Cummings Foundation](#) (the Foundation) seeks applications for the position of Operations Manager to join our team. This role is a full-time position available immediately and it is a great opportunity for a mission-driven candidate interested in a job in the philanthropic sector that provides stimulating challenges as well as developmental opportunities.

The Foundation is a multigenerational family foundation, rooted in the Jewish tradition of social justice and committed to creating a more just, vibrant, sustainable and democratic society. As a family foundation, the Board of Trustees is actively engaged in the affairs of the Foundation. Located in New York City, the Foundation's grantmaking is concentrated in the U.S. with a history of support in Israel and is focused on four key areas: an inclusive, clean economy; racial and economic justice; voice, creativity and culture; and corporate and political accountability. The Foundation has also expanded its approaches beyond grantmaking through a strong fellowship program and impact investing. The Foundation encourages creative thinking and individual growth in a work environment where all employees, no matter their gender, race, ethnicity, age, sexual orientation, education, disability, genetic information or background are valued and respected.

Working Relationships and Role

The Operations Manager (OM) reports to the Vice President of Administration & Human Resources (VPA/HR) and partners with the Human Resources Generalist (HRG) in overseeing high-level management and important policies and structures to support a diverse culture and a healthy work environment. The OM will conduct the workflow of the department and will be a trusted confidante, and an active listener with creative and challenging ways of thinking that encourages new possibilities whether through use of technology for enhancing productivity and/or as a sounding board to engage around new initiatives that maximize individual and organizational capacity of the Foundation. She/he/they will serve as a thought-partner with leadership and cross-functional peers to ensure best practices are shared on retaining top talent and the Foundation goals for practicing and living its values of promoting an inclusive and meaningful work experience for all employees.

The successful candidate will be a critical thinker with solid communication abilities and a strong eye for detail, project management, and organizational skills with proven ability to effectively engage, motivate and support diverse teams in a cohesive high-performing culture. She/he/they will have extensive experience in the field with excellent planning and organizing, implementation and problem solving and will be able to see challenges as opportunities. Teamwork, flexibility, reliability, discretion, and a good sense of humor are desired traits for this position.

PRINCIPAL RESPONSIBILITIES INCLUDE:

General Management and Administrative

- Promote and implement operational policies and processes, and provide leadership in recruiting, developing and retaining highly competent staff
- Facilitate the performance management processes and policies to ensure equity and fairness principles with transparency throughout the work environment
- Support and maintain foundation compensation philosophy; periodically assess the Foundation's compensation benefits analysis and complete external compensation surveys, develop employee incentive programs

- Manage office services and equipment, including the quality and quantity, keep abreast of new technologies; evaluate and approve contracts with vendors/partners in conformance with legal, contractual and industry requirements; support relationship management with IT and engage consultants appropriately
- In conjunction with the VPA/HR and other departments, keep the foundation's Business Continuity Plan up to date; test systems for quick and easy activation
- Prepare a Risk Management Plan that reduces the Foundation's exposure to risks; make regular impact assessments and develop contingency plans that reduce/eliminate threats to our operations; provide necessary and appropriate insurance protection
- Oversee and coordinate all steps involved in the office relocation and space enhancements. Develop a timeline and coordinate various schedules; communicate and work with all employees, board and various committees, and consultants
- Partner with the Communications team to deliver organizational messages about employee programs across the Foundation
- Actively partner with Finance in developing the HR department budget to include forecasting; authorize and approve expenditures, and support the annual audit process and any other areas of collaboration
- Independently and proactively anticipates the needs of the VPA/HR and communicate appropriate information regarding the department and its initiatives. Represent and/or join the VP in senior team meetings and committees; prepare department updates and talking points for the VPA/ HR

Talent Management and Human Resources

- Ability to develop a strong knowledge of the Foundation's goals and employee roles; maintain open communication across cultures to manage and participate in diversity programs, training and events to support employees in all levels of engagement
- Advise and facilitate the development of a professional recruitment process with a template that includes timelines and strategies for attracting top-quality candidates; effectively communicate foundation values that are implemented and "lived" in the organization. Present a process for succession planning.
- Ensure compliance with all existing governmental reporting requirements.
- Oversee the Foundation's Retirement Plan in keeping with ERISA Law.
- With the VPA/HR periodically assess the human resources and operations infrastructure; identify performance indicators and implement changes to support talent management and encourage the pursuit of excellence
- Introduce systems that streamline routine tasks; design procedures for prompt investigation of employee concerns; take an active part in counseling; empower every team for best results; keep track of schedules and important meetings
- Manage and support the foundation's internship program, assess the interns' value gained and skills enhanced; periodically review progress and internal needs that could uncover some "back burner" projects, where an intern can make contributions and become future hires for the foundation

Qualifications

- Bachelor's required; Master's degree preferred and 4+ years of experience in a management/operations position
- Strong and detailed knowledge of the nonprofit sector; dedication to issues central to the Foundation's mission and values
- Excellent verbal/written communication skills, interpersonal and presentation skills and proven ability to successfully work with teams and in a diverse organization
- Skilled at prioritizing workflow effectively and independently with attention to detail and ability to coordinate multiple assignments simultaneously
- Ability to simplify complex concepts, processes and communications
- Is self-motivated and has strong motivational skills, along with time management, planning and organizational skills, recognizes changes as possible opportunities

- Demonstrated experience liaising with diverse stakeholders, including board members, senior directors, teams, and professional service providers
- Must be able to work independently with minimal supervision, as well as part of a team
- Demonstrated ability to think critically and analytically.

Compensation and Benefits: Salary **\$90,000.00 - \$95,000.00** annually, plus generous benefits including retirement plan, foundation-paid medical, vision and dental insurance coverage, TransitChek, long-term disability and life insurance, vacation & holidays, professional development and tuition reimbursement funds.

To apply – In one PDF file, please send a cover letter explaining why this position would be great for you and vice-versa; a current resume, two 3-5 page relevant writing samples, three references (at least two professional); and any other information that might be useful in evaluating your candidacy for this position. Please submit applications to recruit@nathancummings.org. The application review process will begin on **December 17, 2019 and** will continue until the position is filled. No telephone calls, please.

Hiring policy The Nathan Cummings Foundation is an equal opportunity employer that participates in fair-chance hiring practices, and candidates of all backgrounds are encouraged to apply. As an organization deeply committed to diversity of experience, NCF values and welcomes candidates from a wide range of personal and professional backgrounds, including community-based organizations, policy organizations, government, national nonprofits or the private sector.

This is an exempt position.
