Director of Operations, People and Culture.

Reports to: CEO

Status & Duration: Full-time Exempt

Summary: IKAR, a highly acclaimed Jewish non-profit in Los Angeles, is seeking a talented Director of Operations, People and Culture responsible for developing IKAR’s staff through the cultivation of teamwork, solution-orientation, and growth focus. Also responsible for maintaining all human resources, facilities, and information technology management practices, including:

Human Resources & Payroll

- Manage and prepare semi-monthly payroll.
- Manage relationship with outsourced professional employment organization (PEO) on all HR practices.
- Prepare and update employment records related to hiring, transferring, promoting, and terminating.
- Oversee hiring process, including coordinating job posts, reviewing resumes, and performing reference checks and onboarding employees.
- On board new employees including ensuring new hire paperwork is completed and processed.
- Off board employees as needed.
- Develop, maintain, and explain policies, procedures, laws, and standards to new and existing employees.
- Manage hiring process.
- Plan and execute staff meetings, Director’s meetings, and staff retreats.
- Manage and implement performance review process and professional development.
- Serve as strategic advisor to the Executive team related to talent, organization performance and culture.
- Address employment relations issues as they arise.
- Supervise: Operations and Social Justice Assistant, the Facilities and Security Coordinator, and the Database and Systems Manager.
- Develop relationships with employees and become contact for advice and counsel on HR and organizational issues.

Facilities & Operations

- Manage and provide oversight for all day-to-day office operations, procedures and services including furniture, fixtures, and equipment (e.g., telecommunications, internet, copiers, AV, etc.), security, supplies, mailing/shipping, maintenance, installation, and repairs.
- Manage the weekly deposit check deposit process.
- Provide facilities management, including planning and oversight of short and long-term facilities projects, act as liaison for building services and property management, lease management, and compliance oversight.
- Manage small event space rental process.
- Implement and oversee safety functions including emergency preparedness, disaster recovery, business continuity and evacuation procedures and plans.
- Work with city officials and departments to secure proper permits as necessary for events and security.
- Ensure organization is insured properly for all uses.
- Develop and maintain Operations Department budget.
- Monitor delinquent accounts and follow up to collect payment.
- Work with Development Director to maintain, monitor and enforce financial operating policies, procedures, and controls.
- Oversee the operations of IKAR’s CRM and manage IKAR’s account and relationship with Blackbaud.
IT & Business Processes

- Manage vendor relationships with outsourced companies not limited to, IT, telecom, and internet companies.
- Ensure all devices are serviced and updated as needed.
- Establish policies and procedures for file storage, password protection, cloud technologies, email queue.
- Review, analyze, and evaluate business procedures.

Miscellaneous

- Staff Liaison for Board committees; Racial Justice and Inclusion Committee, Medical Taskforce and Security Tasks Force.

Skills & Qualifications:

- Ability to interact with all staff members with kindness and integrity.
- Excellent written and oral communication skills.
- Sterling organizational skills and ability to multitask and manage and track a wide variety of tasks in an organized and efficient manner.
- Ability to work creatively and independently in coordinating projects as well as collaboratively as part of a team.
- Good sense of humor

Salary & Benefits: Salary commensurate with experience with generous benefit package including full health, vision, dental, life and paid vacation. Salary Range: $75,000-$88,000.

Equal Opportunity & Diversity: IKAR prides itself on being an equal opportunity employer and is committed to a diverse and inclusive workforce. IKAR invites applications from different denominations, religious and cultural backgrounds. We encourage candidates of color, candidates who are Jews by choice, candidates in the LGBTQ community and across the rich gender spectrum.

How to Apply: Please send your cover letter, resume and references to ikarjobs@ikar.org.

About IKAR: IKAR, an innovative model for Jewish engagement, launched in 2004 to reclaim the vitality and relevance of Jewish religious practice and reimagine the contours of Jewish community. Recognized nationally for its success in engaging young and disaffected Jews, IKAR is a positive and proactive response to the declining trend in affiliation in the Jewish community. IKAR is dedicated to reanimating Jewish life through imaginative engagement with ritual and spiritual practice and a deep commitment to social justice. Fusing piety and hutzpah, obligation, and inspiration, we are harnessing an untapped energy in the Jewish community – attracting and mobilizing Jews who to contribute their vast intellectual and creative resources to address real world concerns effectively and unapologetically. In addition to establishing a vital presence in Los Angeles, we have also become a leading model of engaging, authentic, resonant Jewish life that is inspiring change in synagogues and communities around the country.