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Director of Operations, Nonprofit Family Foundation

Recruiter: **Kelly Gutradt**

MD

Job ID
6339WHIndustry
Non profitSpecialty
Finance And OperationsExperience level
Director**Salary range:** \$125,000 - \$150,000[Apply now](#)

OVERVIEW

Our client is a Family Foundation. The Director of Operations should be guided by a strong sense of mission to play a critical strategic and coordinating role, overseeing the Foundation's internal operations and ensuring alignment across key functional areas including finance, HR, IT, facilities, and compliance. This position leverages a team of trusted consultants and internal staff and focuses on systems, supervision, and alignment. The Director is expected to delegate effectively, use existing resources wisely, and drive continuous improvement and cross-functional coordination. As a leader in a mission driven organization, the Director should also be able to integrate the vision and values of the organization into decision making and

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QUALIFICATIONS

- BA/BS required; Master's degree preferred
- Minimum 7-10 years of relevant professional experience
- Working knowledge of finance, budgeting, and accounting practices
- Experience overseeing HR functions, including compliance, the employee experience, and policy development.
- Experience and familiarity with Jewish communal organizations a plus
- Exceptional organizational and project management skills; ability to manage multiple priorities and meet deadlines
- Excellent interpersonal and communication skills, with the ability to work collaboratively across departments and with external partners
- Discretion and sound judgement in handling confidential and sensitive matters
- Detail oriented, proactive, and resourceful, with a continuous improvement mindset
- Proficiency in the use of professional technology including MS Office Suite (Word, Excel, PowerPoint, and Outlook). Professional familiarity/experience with social media.

KEY RESPONSIBILITIES

Operations Leadership

- Serve as a strategic partner to the Executive Director and Director of Strategic Grantmaking, ensuring cohesive coordination across all operational functions in support of the Foundation's mission
- Lead operational planning and support for Board meetings, staff retreats, and major organizational events ensuring these are aligned with and advance the Foundation's vision

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Business Operations and Systems

- Provide strategic oversight and quality control, including identify opportunities for improvements, for core operational functions, including finance, human resources, grant administration and technology, ensuring alignment with organizational goals, mission and compliance standards
- Supervise and collaborate with Foundation staff and partners (e.g. Accountant, HR Consultant, IT Vendors) and manage relationships in ways that reflect the Foundation's values and commitment to mission-driven work
- Oversee budgeting, forecasting, financial reporting, and audits in collaboration with finance partners; supervise compliance with nonprofit accounting standards and financial policies, including IRS regulations; present financial reports for internal use and Board review that support strategic decisions aligned with the Foundation's mission
- Support effective recruitment, onboarding, performance management, and staff development efforts in partnership with HR consultant; promote a positive, mission-driven and inclusive workplace culture
- Ensure accurate payroll, benefits administration, employee records, and compliance with employment laws and internal HR policies
- Direct the maintenance and security of technology systems and data platforms (e.g. CRM, grant management, file storage); coordinate with IT partners on troubleshooting, upgrades, and cybersecurity
- Oversee grant administration workflows by aligning program, finance, and administrative processes- track signed agreements, coordinate disbursements, and supervise calendars for key deadlines and compliance documentation in ways that align appropriate with the culture of the Foundation and its grantee-clients

Office & Facilities Management

- Provide strategic oversight of the office and facilities operations, ensuring high standards for cleanliness, safety, functionality, hospitality, and an environment that reflects the Foundation's values.
- Supervise and support the Office Manager in the day-to-day administration of the Foundation's physical office including office maintenance, vendor coordination, and share space management, and serve as a backup or point of escalation when needed to ensure continuity of operations
- Oversee office infrastructure and equipment, partnering with IT consultants to ensure systems are current, secure, fully functional and supportive of the Foundation's core work and staff needs

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Compliance & Risk Management

- Monitor and manage organizational compliance requirements, including IRS filings, state registrations, and charitable filings in service of the Foundation's integrity and accountability
- Maintain lay governance documents such as bylaws, meeting minutes, and board policies
- Coordinate annual compliance processes, including D&O insurance renewals
- Support risk mitigation efforts across all operational areas, identifying and addressing potential vulnerabilities
- Ensure adherence to document retention, archiving protocols, and internal control policies

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215 W 104th St #74,
New York, NY 10025



845-290-1900



845-357-3355



info@merraine.com