



Senior Director of Operations (Full-time)

Third Space at Shaarei Tfiloh in Baltimore, Maryland seeks an experienced, entrepreneurial **Senior Director of Operations** to join our team. Reporting directly to the Executive Director, you will collaborate closely to support and implement the organizational vision and strategy in every operational and programmatic facet of the organization. As a key senior-level team member, you will play a central role in managing all aspects of day-to-day operations, supporting the organization's finances and helping to build a culture and work ethic among the team. The ideal candidate should have experience in established institutions, a deep understanding of operations, systems, efficiency and strategy, and be capable of applying that knowledge in a more creative setting, while sharing the vision and goals of Third Space at Shaarei Tfiloh.

Responsibilities:

- **OPERATIONS**
 - Work with the Executive Director to create, maintain, and oversee systems and processes to ensure effective management of the daily operations of program staff and an organizational structure that supports the organization's goals.
 - **Financial Management**
 - Track financials to budget, including monthly cash flow reporting and budget review
 - Lead the annual budget creation process
 - Provide thought-partnership to the Executive Director on all aspects of building and managing this new organization, as well as, budget forecasting and planning
 - Prepare control reports, including cash flow, profit and loss, and balance sheet statements
 - Work collaboratively with finance team to oversee payroll, accounts receivable/payable, and annual audit
 - Serve as lead liaison for all coordination and management related to the fiscal sponsorship of JOCMP
 - **Human Resources**
 - Update organizational chart and hiring philosophies
 - Create and update job descriptions
 - Manage communication and transparency amongst staff including leading the agenda for weekly team meetings
 - Lead hiring process for new positions; posting job opportunities, screening candidates, managing applications, and scheduling interviews
 - Provide input to the Executive Director on hiring decisions
 - Lead annual performance review process and performance improvement plans
 - **Board Management**
 - Maintain and steward lay/pro relationships
 - Staff and support the board of directors by preparing agendas, minutes, and other communications
 - Serve as lead staff for all Board sub-committees
 - **Facilities, Security and House Management**
 - Supervise Facilities Manager
 - Lead relationship with external Security partner
 - Work with security partner to create and update security policies
 - Supervise Program and Communications Coordinator
 - Hire, Train and Supervise PT Events Coordinator, House Management and Stage Management teams
 - Create house manager handbook and policies
 - Serve as lead liaison to all facilities-related vendors

- **Database**
 - Serve as lead user of AudienceView (CRM)
 - Approve all event set-ups
 - Set up and oversee all fundraising campaigns
 - Run monthly analytical reports
 - Reconcile AudienceView to finance reports
- **Relationship Management**
 - Support Executive Director in scheduling donor meetings, preparing for meetings, and maintaining stakeholder engagement
 - Build relationships with other partnering organizations in the Jewish community and broader Baltimore community
- **PROGRAMMING**
 - Work collaboratively with the Executive Director to create the programming plan and craft the programming implementation plan. Ensure timely and high quality deliverables.
 - Manage and execute contracts for all artists/teachers
 - Manage and execute all partnership agreements
 - Execute all rental contracts
 - Lead Art Gallery curation and management
 - Lead internal evaluation process after programs have been completed
- **MARKETING**
 - Oversee partnership with external Marketing & Communications partners
 - Maintain a bird's eye view on all Marketing and Communications planning and execution
 - Ensure all programs are being thoroughly and successfully marketed

Qualifications/Requirements:

- MA degree or equivalent experience
- 10-15 years of experience working in nonprofit management
- Budget creation and financial management experience required
- An excitement for and preparedness to lead in a start-up environment
- Excellent verbal and written communication skills with strong attention to detail and accuracy
- Strong comfort with all Microsoft Office and Google Drive tools, plus capabilities in Excel and other tools necessary for budgeting and similar activities.
- Ability to handle multiple projects simultaneously and meet deadlines
- Knowledge of Jewish culture, holidays, and traditions a plus

To Apply:

Applications will be accepted on a rolling basis. Please send a cover letter and resume to randi@thirdspacest.org with "Senior Director of Operations" in the subject line. Candidates will be contacted if there is an opportunity to be interviewed. *Third Space is an equal employment opportunity employer.*

Final candidates may be asked to complete a small task to demonstrate proficiency in areas of financial management.

Salary Range: \$110-130K, commensurate with experience; Relocation allowance available, if necessary.

FLSA Status: Non-exempt

Benefits:

Third Space has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings, Pre-tax Transit Benefit, Paid Holidays, Parental Leave, and more. In addition to paid time off, our office is closed for Federal holidays and flexibility over Jewish holidays, to be discussed based on program deliverables.

What is Third Space?

Third Space at Shaarei Tfiloh is designed to be a gathering spot grounded in Jewish culture and learning, welcoming to all, and connected in intentional and meaningful ways to the neighborhood around it. It aims to be a gateway (*shaar* means gateway in Hebrew) to meaningful engagement and a relational community builder. We are housed in a historic former synagogue called Shaarei Tfiloh located on Liberty Heights Avenue by the Maryland Zoo. Constructed from 1921, it is one of the oldest synagogue buildings in Maryland. We hope to serve as a hub for learning, connecting and building community.

www.thirdspacest.org