



Position: JIMENA's Operations Manager

About JIMENA

Headquartered in San Francisco, California, and with staff in Los Angeles, Seattle, SF, and Washington DC, JIMENA is the primary Jewish-American organization educating and advocating on behalf of the one million Jewish refugees from North Africa and the Middle East, and their Mizrahi and Sephardic descendants. Through our Sephardic Leadership Institute, JIMENA serves as a thought leader, research hub, training, and leadership development center for a multitude of Jewish and non-Jewish organizations and leaders seeking to advance the contemporary history, heritage, and rights of Sephardic and Mizrahi Jews.

Our larger education and engagement initiatives encompass broad, multilingual social media initiatives, numerous curriculum and formal education projects, and experiential Sephardic engagement events such as Mimouna, Hag Ha'banot, and Mizrahi Heritage Month programs. JIMENA simultaneously operates a responsive advocacy program that advances Jewish communal and public policies that officially recognize and prioritize the rights of former Jewish refugees from Arab countries and Iran, and the larger Jewish community as a whole. We work on antisemitism campaigns that seek to strategically address and combat contemporary antisemitism, particularly in public education spaces. We are proud to serve as an inclusive convener and community-building organization that warmly welcomes and engages diverse audiences in authentic and experiential Sephardic and Mizrahi programs. We invite you to learn more about JIMENA programs by visiting www.jimena.org.

The Job:

Reporting to JIMENA's Executive Director, we are seeking an experienced and tech-savvy operations manager to overhaul, implement, and manage the administrative systems of JIMENA. This is a fully remote position, and we welcome applicants from throughout the United States, with a particular desire to hire in the Tri-State area or DC Metro area. We are looking for a strategic, data-driven individual who has experience with program evaluation, analytics, and data reporting. The JIMENA team prides itself on staying on the cutting edge of emerging technologies, and we require an operations manager who is eager to integrate AI and emerging technologies into their work.

Essential Functions:

- **Configure, Manage, and Update CRM System:**
Configure, manage, and update JIMENA's CRM system, Bloomerang, to align with fundraising goals.

- **Operational Strategy and Implementation:** Design and implement operational strategies to support JIMENA's programs, staff, administration, technologies, and strategic plans. Implement and manage technology solutions to improve operational efficiency.
- **Financial Oversight:** Oversee JIMENA's budgets and ensure financial responsibility. Manage grants, donations, and other funding sources. Prepare financial reports and ensure compliance with grant contracts.
- **Human Resources Management:** Develop HR policies and procedures, including staff performance metrics, benefits, internal policies, etc.
- **Data-Driven Processes:** Implement data-driven processes to monitor program outcomes and impact. Use analytics and hard data to help drive the organization to success.
- **Administrative Management:** Manage day-to-day administrative tasks of JIMENA and maintain records and documentation.
- **Continuous Improvement:** Continuously seek ways to improve organizational processes and outcomes.

Qualifications and Requirements

- A bachelor's degree in business administration, management, or a related field.
- 3-5+ years of experience in operations management, ideally within the non-profit sector.
- Proven track record in managing projects, budgets, and teams.
- Proficiency in budgeting, financial planning, and financial management.
- Experience with grant management and fundraising strategies.
- Strong organizational and multitasking abilities.
- Detail-oriented and capable of managing multiple priorities.
- Excellent written and verbal communication skills.
- Data-centered and technology-driven with strong analytical and problem-solving skills.
- Ability to develop innovative solutions to complex challenges.
- Ability to build and maintain strong relationships with a diverse and international staff team and an even more diverse community of stakeholders.
- Must be familiar and supportive of JIMENA's mission. We are a proud Sephardic, Zionist organization.

Salary Range and Time Commitment:

- For the first six months, we envision this being a full-time role and we will pay up to \$7,000 (gross) a month + benefits. At the end of the six-month period together we will reassess need and determine future employment.

TO APPLY

Please send a copy of your resume with a cover letter to info@jimena.org. Include in the Subject Line: Operations Manager. All applications and inquiries will receive a response and will be kept strictly confidential.

www.jimena.org

We are an equal opportunity employer.