



CHIEF OPERATING OFFICER

Salary: \$90,000-\$115,000

Location: Flexible

POSITION PURPOSE

BaMidbar Wilderness Therapy is poised to enter a new organizational stage as we experience significant growth and transition from a fiscally sponsored entity to an independent 501(c)3. We are seeking a mission-driven, seasoned, strategic, and process-oriented leader with experience scaling organizations and developing a culture of performance amongst a group of talented, diverse individuals. The Chief Operating Officer (COO) will play a critical role in partnering with the Executive Director (ED) in setting the strategic direction of the organization. The successful candidate will help BaMidbar operationalize our mission and vision and will be a leader who can help others at BaMidbar deliver measurable results. The COO will build systems to increase the efficiency and effectiveness of BaMidbar. Importantly, the successful COO will have the skills, sensitivity, and personal confidence to tap into the power that each member of the team brings to BaMidbar's mission.

CORE RESPONSIBILITIES

Key Strategist

- In partnership with the ED, create, refine, and execute BaMidbar's strategic priorities and goals, evaluate new areas for growth, and help establish and execute organizational priorities on a weekly, monthly, and long-term basis.
- Contribute to the organization's efforts to promote an organizational culture of collaboration, open and frequent communication, adaptation, alignment with a common vision, and celebration of success in achieving specific project and broader organizational objectives.
- Serve as an advisor and thought partner to the ED and as a role model/mentor to other staff

Business & Financial Management

- Oversee all organizational business functions including budget creation and implementation; internal and external financial controls, policies, reporting, A/R, bookkeeping, and banking.
- Coordinate our annual financial compilation report, IRS-990 tax filing, property lease management, all legal forms, licensing, permitting, and compliance with external regulatory agencies.
- Serve as the Chief Safety Officer by developing safety and security protocols, maintaining contact with local, state, and federal law enforcement, and overseeing all emergency procedures. In addition, manage organizational insurance policies.
- While fundraising is not a key responsibility of the COO, the COO will participate in resource development functions including development of strategy and monitoring of benchmarks for earned and contributed revenue.

Human Resources

- Serve as our HR Manager for the organization by directing payroll, benefit coordination, workers compensation claims, and other related HR tasks.
- Develop and lead an organization-wide performance management process for staff that establishes annual goals and KPIs to measure and improve service, efficiency, and program delivery.
- In partnership with ED, support employees by ensuring an environment of transparency, clarity of mission and care while also upholding high standards of excellence and accountability.

Operations

- Integrate BaMidbar’s strategic priorities into all aspects of daily operations and team culture. Develop a robust operating plan that’s rooted in KPIs and engages the team, reinforces organizational values, and ensures efficient and effective operations throughout the organization.
- Oversee organizational operations including facility needs, event management, technology, purchasing, transportation, food service, and implementation of a new database/CRM for BaMidbar.

Board Development

- Assist in board recruitment, management, and development.
- Serve as a partner with lay leaders to ensure fiscal responsibility and long-term strategic visioning and implementation.

YOU ARE:

- Someone with an entrepreneurial spirit, who loves creatively solving problems and navigating obstacles.
- A visionary leader who sees the big picture and a process-oriented thinker who gets excited about systems and spreadsheets.
- Someone who thrives in a position with a high level of autonomy and responsibility.
- A candid and intentional communicator with excellent interpersonal skills.
- A hands on team player who brings enthusiasm, a sense of humor, openness, and a strong work ethic.

NEED TO HAVE’S

- Passion for BaMidbar’s mission and vision.
- Proven managerial, business operations, and project management experience.
- Experience building and implementing systems and strategies that support the team, the work, and the mission.
- Knowledge of organizational functions including finance, accounting, personnel management, database management, communications, development, etc.

NICE TO HAVE’S

- 5-7 years of senior leadership experience
- Graduate degree such as a MBA, MPA, or other relevant field preferred
- Familiarity with Jewish organizations
- Familiarity with wilderness therapy / outdoor education programs
- Familiarity with therapeutic programs
- Highly proficient with standard Office (especially Excel), CRM’s, and financial record keeping software (Quickbooks)

BaMidbar strongly encourages people with diverse backgrounds and identities - including women, people of color, LGBTQIA people, people with disabilities, and Sephardic and Mizrahi Jews - to apply. Frequently cited statistics show that women and underrepresented groups apply to jobs only if they meet 100% of the qualifications. We encourage you to break that statistic.

COMPENSATION AND BENEFITS

- **Position Type:** Full-time, Exempt
- **Salary:** \$90,000-\$115,000 depending on experience

- **Benefits:** BaMidbar has a carefully detailed benefits policy including health insurance reimbursement, matching retirement, flexible schedule, flexible time off, parental leave, remote work stipend, professional development stipend, and more. You can learn more about our benefits [here](#).
- **Reports To:** Executive Director (Jory Hanselman Mayschak)
- **Location:** Remote, flexible location
- **Travel:** Occasional travel, evening, and weekend work required. COO will be expected to spend 2-4 weeks each year at our Colorado basecamp during the summer months, while our Therapeutic Expeditions are in operation.

TO APPLY

Please use [this form](#) to submit a cover letter, resume, and two writing samples.

WHAT TO EXPECT:

This position will be open until it is filled. We recommend submitting applications by July 19th. Due to an expected high volume of applications, we will not be accepting phone calls about this role, and will only be in touch with candidates who move to the first round of interviews. We honor and respect the time that all candidates are putting into the hiring process!

- Candidates who advance to the first round of interviews will meet with BaMidbar's Executive Director and our fiscal sponsor's Chief Operating Officer.
- Candidates who advance to the second round will complete a skills-based job simulation assignment.
- Candidates who advance to the third round interview will meet with our program team.
- References will be checked before the third-round interview.

ABOUT BAMIDBAR

BaMidbar envisions a Jewish community that actively supports its members in cultivating mental health and wellness. Using a three-pronged approach, we address mental health and wellness in the Jewish community by promoting teen and young adult resilience through prevention programs, supporting Jewish communal professionals through mental health education programs, and serving young adults struggling with mental health challenges through treatment programs. While BaMidbar runs mental health prevention, education, and treatment programs, all programs are built off of four core pillars:

- **Wilderness as Therapy:** Experiential models are used as a vehicle for growth. Students are challenged and given the opportunity to apply learning in a safe and supported environment.
- **Clinically Informed Framework:** Licensed mental health professionals design programming and trained guides facilitate experiences with an eye toward social, emotional, and spiritual growth.
- **Jewish Values and Metaphor:** Jewish tradition, metaphor, and storytelling are used to support students in exploring meaning, values, purpose, and identity.
- **Mental Health Awareness:** Programs work to increase open dialogue and decrease stigma around mental health in the broader Jewish community.