



DIRECTOR OF BUSINESS OPERATIONS

Location: Remote, Flexible

POSITION PURPOSE

The Director of Business Operations (DBO) will help BaMidbar operationalize its mission and vision and will be a leader who can help others at BaMidbar deliver measurable results. You will serve as the central address for all matters concerning BaMidbar's financial management, operational systems, information technology, HR administration, and talent management. The DBO is an organizational leader working to develop and maintain an organization infrastructure and culture that enables a geographically dispersed workforce to efficiently and effectively achieve BaMidbar's mission. This person will build and implement processes and systems to increase the efficiency and effectiveness of BaMidbar.

CORE RESPONSIBILITIES

Business & Financial Management

- Oversee financial functions including budget creation and implementation; internal and external financial controls, policies, reporting, A/R, bookkeeping, and banking. This includes supervising part-time bookkeeper and part-time admin
- Coordinate our annual financial compilation report, IRS-990 tax filing, all legal forms, licensing, and compliance with external regulatory agencies
- Manage the technical process of invoicing and collecting payments for BaMidbar's fee for service programs
- Guide financial analysis to understand organizational health, long-term trends, growth opportunities, and risks
- Serve as a partner with CEO and board to ensure strong fiscal responsibility and oversight
- Serve as the Chief Safety Officer by developing safety and security protocols and leading the organization's emergency preparedness and incident response efforts
- Manage organizational insurance policies, facility needs, technology purchasing, vendor relationships, and external consultants including coordinating with legal team, accountants, IT support, etc.

Operations

- Help BaMidbar operationalize its mission by integrating BaMidbar's strategic priorities into all aspects of daily operations and team culture. Support implementation of an operating plan and ensure efficient and effective operations throughout the organization.
- Support CEO in developing annual goals and measuring KPI's to improve organizational performance, and envision and implement efficient, creative strategies for using data to track and grow BaMidbar's impact
- Identify operational gaps and areas of improvement and implement collaborative strategies to make the organization more effective
- Ensure office infrastructure is optimized and able to support the planned organizational growth
- Guide and implement systems, processes, and policies to improve efficiencies and strengthen the organization's infrastructure. This includes overseeing comprehensive IT operations plan that provides staff the tools to effectively do their jobs, integrate across departments, and navigate the nature of remote work

Human Resources & Talent Management

- Serve as our HR Manager for the organization by directing payroll, benefit coordination, workers compensation claims, etc. and ensure compliance with applicable local, state, and federal laws
- Establish and socialize policies that promote the culture, mission, and vision of BaMidbar. This includes:

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- Updating hiring, onboarding, staff supervision, employee development, performance management, and goal setting processes
- Build strategies to support BaMidbar's people, with a focus on professional development, retention, employee engagement, etc.
- Identify and guide initiatives that strengthen the organizational culture, collaboration across a remote workforce, and a sense of connection and belonging
- Oversee and manage internal communications systems
- In partnership with CEO, navigate the change management that is necessary to implement new systems and support a growing workforce and adapting organization

COMPENSATION AND BENEFITS

- **Position Type:** Full-time, Exempt
- **Salary:** \$80,000-\$95,000
- **Benefits:** BaMidbar has a generous benefits package including 100% health, dental, vision, short-term disability, and life insurance coverage for employees, a monthly contribution for dependent's health insurance, 403b retirement plan with employer match, flexible schedule, unlimited time off, generous paid parental leave, remote work stipend, professional development stipend, and more. You can learn more about our benefits [here](#).
- **Reports To:** CEO
- **Location:** Remote, location flexible
- **Travel:** Occasional travel, evening, and weekend work required

YOU ARE:

- Deeply passionate about BaMidbar's mission and vision and feel a personal affinity to our work
- Someone with an entrepreneurial spirit, who loves creatively solving problems and navigating obstacles
- A flexible and adaptable individual who is excited to work in a rapidly growing organization
- A hands-on team player who brings enthusiasm, a sense of humor, openness, and a strong work ethic
- Someone who thrives in a position with a high level of autonomy and responsibility
- Ruthlessly organized with the ability to bring a detail-oriented approach to project management and big picture strategy

NEED TO HAVE'S

- 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+ years of business operations experience
- Graduate degree such as a MBA, MPA, or other relevant field
- Familiarity with Jewish organizations
- Familiarity with therapeutic programs

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- Highly proficient with standard Office (especially Excel), CRM's, and financial record keeping software (Quickbooks)

BaMidbar is an equal opportunity employer, and we strongly encourage people with diverse backgrounds and identities to apply. Frequently cited statistics show that structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. No one ever meets 100% of the qualifications. We encourage you to break that statistic.

TO APPLY

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

WHAT TO EXPECT:

This position will be open until it is filled, and we recommend candidates submit applications by March 27th. We will acknowledge receipt of your application within three business days. Due to an expected high volume of applications, we will not be accepting phone calls about this role. After initial acknowledgement of receipt of application, we will only be in touch with candidates who move to the first round of interviews. We honor and respect the time that all candidates put into the hiring process! After a first round interview, finalists will complete a skills-based job simulation assignment and second interview. References will be checked for finalists at this time.

ABOUT BAMIDBAR

BaMidbar envisions a Jewish community that actively supports its members in cultivating mental health and wellness. Our mission is to ensure that Jewish youth and young adults have the confidence, skills, and community support to navigate life's challenges and thrive in the face of adversity. BaMidbar strengthens young people's mental health through clinical and educational interventions.

BaMidbar focuses both on the individual young person and the ecosystem that surrounds them, including family and caregivers, school, peers, and Jewish professionals in settings such as camps, youth groups, Hillels, day schools, and synagogues. BaMidbar integrates a multidisciplinary lens that includes experiential learning, clinically-informed frameworks, and Jewish tradition.