

Job Title: Operations Director

Reports to: Executive Director

Location: Flexible

ABOUT SVARA

SVARA is a traditionally radical yeshiva with a national, queer-normative community made up of the brightest, boldest, and most courageous learners—many formerly alienated from Jewish life—who, through SVARA’s accessible but rigorous approach to Talmud study, unique pedagogy, and intensely diverse bet midrash, become players in the Jewish future.

Recognized for our faculty, led by Rosh Yeshiva and founder, Rabbi Benay Lappe, and named on Slingshot’s 10 to Watch List for being one of the most dynamic organizations creating change in the Jewish community, SVARA offers a range of programs, currently including teacher training, online learning, and summer immersive experiences.

JOB DESCRIPTION

SVARA is seeking an operations director to join our growing team. This role will oversee and manage all aspects of the information and financial systems to develop a strong foundation for organizational growth and ensure smooth ongoing operations. This is a full-time, remote position reporting to the Executive Director.

JOB RESPONSIBILITIES

Resource Management

- Support ED in developing the annual budget, incorporating trends and data from previous years, and actively working toward building a sustainable revenue model to support SVARA’s growth
- Work with ED and development director to implement a financially responsive strategy to redistribute 1% of earned income toward marginalized communities
- Participate in monthly finance committee meetings, supporting board and staff members to understand SVARA’s financial standing
- Prepare monthly expense reports and support team members in this process to ensure timely delivery of information to accounting partners
- Prepare monthly revenue reports and ensure timely delivery of information to accounting partners

- Manage banking activities including depositing checks, monitoring cash flow, and other general oversight
- Support annual audit process and 990 filing, acting as primary liaison between audit firm, ED, and accounting partner
- Maintain annual filings (i.e. registered agent)
- Process bills weekly through bill.com and ensure timely payment for all vendors

Talent Development & Management

- Develop and implement a team training program to nurture increased understanding of, and practices around, SVARA's justice and equity work
- Lead weekly staff meetings and develop a culture of appreciation and accountability
- Process twice monthly payroll and ensure compliance for all state and federal employment filings
- Collect and file W4's and W9's for regular and contract-based employees
- Act as primary liaison for all insurance vendors
- Manage employee onboarding and off boarding processes

Information Systems

- Manage and administer all internal communications and filing systems, currently Google Workspace and Basecamp
- Oversee and manage website, acting as primary liaison with web consultant, and ensuring all tech needs are working effectively
- Oversee and manage CRM, ensuring that records remain up to date, and supporting team members to access data as needed

ABOUT YOU

- You are a lover of systems and are excited to develop infrastructure to support organizational growth
- You have a highly developed attention to detail and enjoy spreadsheets, data analysis, and creating order
- You bring attention and awareness to economic justice and equity in your approach to financial management
- You're a savvy, strong communicator who enjoys nurturing people's strengths and working collaboratively across teams
- You lead with self-awareness, groundedness, and humility
- You're flexible and able to pivot seamlessly when unexpected situations arise

- SVARA's approach to "traditionally radical" learning is compelling to you. You're committed to acknowledging and interrogating mechanisms of power and inequality in our work and in the world
- You're comfortable and excited about holding and fostering queer-normative space

WHY YOU WANT TO WORK AT SVARA

- Our staff culture is joyful, informal, Queer-normative, and caring
- You'll get lots of opportunities to grow in both your Jewish learning and professional development
- You'll be part of a project that is recognized nationally for innovative and empowering approaches to Jewish education & learning
- You get to work with SVARA-niks around the country (and the world!)—the queerest, smartest, most radical humans on the planet (Okay, we're biased...)

Salary and Scope

- This is a full-time position that plays an integral role in our collaborative team environment.
- This position can be based anywhere in the US.
- This is a salaried, exempt position with a salary range of \$75-90,000/yr and benefits.

Please submit your resume and cover letter to jobs@svara.org. We encourage you to apply soon. Applications will be reviewed on a rolling basis.

SVARA is an equal opportunity employer who supports workplace diversity. LGBTQIA+, people of color, and people with disabilities are strongly encouraged to apply.