



DIRECTOR, FINANCE & OPERATIONS

"Change starts small, like baking and selling challah" - UC Davis Campus Participant

APPLICATION DEADLINE: April 5th, 2021

LOCATION: Anywhere in the United States

SALARY: \$72,000 - \$85,000

FAQs: Click [here](#).

APPLY HERE: talent@challahforhunger.org

ABOUT CHALLAH FOR HUNGER

We inspire and equip communities of leaders to take action against hunger. What started as baking a single loaf of challah bread on one campus in 2004 has grown into a major advocacy movement for those who experience food insecurity. We reach over 80 college campuses across the US and Canada. Each year, our student network bakes thousands of loaves donating proceeds to [social justice causes](#) -- to date, over \$1.5M. We provide coordination, training, and guidelines, to our sites which operate as a network of independent chapters run by volunteer leaders. We're proud to have been named "one of the most inspiring and innovative organizations" over six times by [Slingshot](#). We leverage the following strategies to equip leaders to take action against hunger and urgent social justice issues:

1. **Build Community** - Volunteers gather regularly to bake and sell challah, engaging in *Tikkun Olam* -- a Jewish value defined by acts of kindness performed to repair the world. Challah for Hunger (CfH) is inspired by Jewish wisdom and values. We work with participants and volunteers of all backgrounds. We educate our participants about food insecurity and social justice and move them to action through advocacy, philanthropy, and community building. CfH provides volunteers with leadership experience and the tools they need to have meaningful impact. Many chapters also extend far beyond the kitchen; as bonds form among volunteers, new advocacy projects, educational events, and outreach efforts arise.
2. **Give Back** - For each loaf of challah we sell, proceeds go to both a local anti-hunger organization of a chapter's choosing and our national partner, [Swipe Out Hunger](#). Check out the organizations we donated to through our campus chapters [here!](#)
3. **Advocate for Change** - We believe we can change the world, one loaf at a time, and the proof is in the dough -- we're already baking a difference. We bring volunteers together to give back and build community, but most importantly, we are teaching the next generation of leaders how to advocate for change. Our volunteers complete Acts of Advocacy suited to their particular interest level and availability - everything from contacting local and national officials through letter writing campaigns and social media, to writing public comments on legislation to participating in sign-on letters in support of policy. Our national advocacy campaign, FUELHigherEd, focuses on Fundamental, Universal, Equitable, Long-term changes that can be made through both state and federal policy updates and adoptions. Our participants build their leadership and commitment to advocacy work through our programmatic offerings.

WHY THIS ROLE MATTERS

2020 magnified the social issues our nation is facing in a way we've never seen before. When the number of college students experiencing food insecurity jumped to nearly 3 in 5 because of COVID-19, the need for CfH increased exponentially. We moved our programming online and stepped up our advocacy efforts to promote massive change on college campuses, to increase SNAP benefits and eligibility for students, and advocate for the passage of Hunger-Free Campus legislation across the US. As the world changes, we've changed with it. We "knead" an experienced professional to help support the day-to-day management and operations; this person will strategically evaluate and manage our financial systems and operations to match our growing program and staff. The Director, Finance & Operations will serve as a thought-partner to the Executive Director and support strategic planning and growth.

CORE RESPONSIBILITIES

Manage Financial Systems- 60%

- Manage organizational budget to ensure financial transparency and integrity
- Work with ED and BOD to develop budget for upcoming years
- Manage processing and payments of invoices
- Handle organizational banking and tax filing as necessary
- Reconcile finances on a weekly basis
- Prepare and analyze comprehensive monthly financial statements for review by the ED and Finance Committee/BOD
- Track and report on monthly cash flow projections for completeness and accuracy and forecast and recommend adjustments
- Process donations from our 100+ chapters as needed
- Manage vendor relationships and evaluate and recommend changes as needed
- Track and report on restricted grant funds and assist in developing program budgets for grant proposals in coordination with the ED and Development Director
- Oversee payroll and reimbursements
- You'll answer the question: How does our fiscal health relate to and affect the impact of our on the ground programming?

Operations and Human Resources 40%

Organizational Strategy & Planning

- Partner with Executive Director to create and evaluate programmatic and financial goals to ensure organizational growth and sustainability
- Successfully execute CfH's marketing and business development plans which include managing benchmarking indicators of the program's impact, monitoring donor experience, and establishing plans to improve both
- Lead data driven analysis of programmatic impact, student engagement, and community participation
- You'll answer the question: Are we hitting our intended impact?

Streamline Operations

- Drive CfH's future growth by streamlining our systems, connecting our strategy to our day-to-day functions and implementing new systems/processes where appropriate
- Transform our current systems from good to great, assessing the impact of our current operating model and recommending new ideas and changes
- Assess and recommend changes to the employee handbook that supports our organizational growth and culture
- Spearhead optimization research to ensure evaluation of software, infrastructure, and policies. Recommend changes and improvements as needed
- Maintain virtual files and "office" organization
- Coordinate logistics for virtual and/or in person conferences, trainings, and board meetings
- You'll answer the question: Are we operating effectively and efficiently?

Optimize Talent

- Enhance cohesion and culture of employee engagement
- Manage staff professional development and learning with the goal of optimizing efficacy
- Lead hiring processes for new staff
- Partner with the Executive Director to plan and execute staff retreats aimed at increasing our team's ability to work together and streamline work between functional teams in a remote environment
- Analyze the employee life-cycle procedures, including performance reviews, assess their effectiveness, and make recommendations for improvements
- Spearhead efforts addressing employee needs and keep a pulse on staff satisfaction, making adjustments to our organizational practices as needed
- You'll answer the question: How is our staff doing?

QUALIFICATIONS

- 3-4+ years of experience with MBA OR 5+ years of related experience in finance, human resources, operations, or a related field
- Financial fluency
- Ability to research operations and legal questions with high reliability and accuracy
- Experience creating and managing budgets of organizations between \$700K-\$2M
- Understanding of nonprofit compliance with labor policies, financial filings, and board guidelines
- Passion for Challah for Hunger's mission
- Comfortable with Jewish culture
- Proficiency with spreadsheets and databases, complex financial records, nonprofit grant management

PERSONAL QUALITIES AND MINDSETS

- **You're self-motivated.** You create your own organizational systems and can hold yourself and others accountable. You expertly navigate managing all levels of an organization.
- **You are fast-paced and high-energy.** You have a bias toward action. You can move rapidly through ever-changing environments and have the ability to shift priorities on a dime.
- **You find ambiguity exciting.** You see potential in any situation and can leverage that potential. You love change management and understand the complexities of integrating new systems with an existing team.
- **You're a systems guru.** You enjoy organizing chaos. You can take a large amount of information, assess it, and find the best way to organize it with the end-user in mind.
- **You're a people person.** You love people and understand how to optimize the experiences of co-workers, external partners, and other stakeholders.
- **You're an expert multi-tasker.** You have experience juggling multiple projects at once from start to finish with detailed planning and persistent execution.
- **You have a great sense of humor.** You bring levity to the work, have fun with your co-workers, and don't take yourself too seriously!

COMMITMENT, COMPENSATION, AND BENEFITS

This is a full-time exempt position, with a salary between **\$72,000-\$85,000** commensurate with experience. Challah for Hunger provides 50% for employees and 25% for dependents of health, dental, and vision benefits packages, generous PTO (20 days annually) and holiday package, and the option for a flexible work environment. We offer a minimum \$800 professional development stipend per year and summer Fridays with reduced working hours.

HOW TO APPLY

Please submit a cover letter and resume to talent@challaforhunger.org with the subject: Director, Finance & Operations.

Challah for Hunger is an equal opportunity employer. We strongly encourage applicants from historically marginalized communities to apply. We are proud to be an inclusive organization, where everyone is welcome. We deeply value the diversity of insight, perspective, and experience brought by people from backgrounds typically underrepresented in Jewish organizations. This includes Black, Latinx, and Asian people, Black Jews, Jews of Color, Sephardi and Mizrahi Jews, lesbian, gay, bisexual, trans, gender non-conforming people, and people with disabilities. We will not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.