



POSITION: Senior Director of Operations & Administration

LOCATION: Boston, MA. This is a hybrid position, in-office Monday – Thursday.

ABOUT THE ORGANIZATION:

Founded in 2006, the One8 Foundation aims to support and accelerate social impact in its priority grantmaking areas. The Foundation operates as a venture philanthropy working alongside partner grantee organizations to improve and scale while also incubating new ideas and scaling those with demonstrated outcomes. Our strategic grantmaking teams come from premier consulting firms, giving us the expertise to provide strategy support to our most important grantees. We believe deeply in the importance of high-quality implementation and sweat the small stuff alongside our grantees in pursuit of measurable outcomes.

The organizations that One8 believes are most promising have game-changing ideas, excellent leaders, high-fidelity implementation, measurable impact, and sustainable approaches. The One8 Foundation is committed to identifying and providing meaningful support to a select set of nonprofits that achieve results and have the greatest potential to create large scale, sustained change. The Foundation's trustees have high risk tolerance and are committed to impact.

One8's grantmaking portfolios are:

US Education: Support educators to shift the instructional model of core and elective K-12 classrooms to Applied Learning HQIM Curriculum where students learn critical content while applying what they learn to real world problems, preparing students for a rapidly changing, high tech world.

Jewish Engagement: Help unaffiliated Jewish young adults and couples experience the joy of Jewish community by supporting efforts to make Judaism accessible, joyful and personally relevant.

Addressing Antisemitism: The dramatic rise in antisemitic acts and beliefs must be met with effective strategies to combat this age-old pernicious hate in education, the digital world and through relationship building across lines of difference.

Israel Engagement: Increase the understanding among Americans of the complex reality of Israel and its people.

Israel: Strengthen a diverse Israeli society supporting equitable access to economic opportunities for those farthest from opportunity and supporting the rebuild of communities after the devastation of 10/7.

Direct Community Support: Provide grants to effective nonprofits who assist children and families in need and that create access to opportunities that help people help themselves.

ABOUT THE POSITION:

The Senior Director of Operations & Administration is responsible for management of all finance and administration of the Foundation including operations, grants management, budgeting, bill pay, information technology and human resources. The One8 Foundation is at an important growth period, scaling giving and reach. It requires a senior leader who can ensure the administration of the organization keeps pace with the Foundation's actions and aspirations. The strategic, ambitious, hands-on nature of our approach to grantmaking must be matched by an internal operation committed to flawless customer service and continual improvement. The Senior Director is responsible for staying



one step ahead of the grantmaking team, continually looking for systems and processes that increase both our effectiveness and efficiency. We are an analytic, data-oriented team yet our existing systems do not capture the promise of new technologies that can improve our work. Although we are not seeking an IT expert in this role, this operational leader must have demonstrated experience in identifying and using new technology to drive improvement.

This Senior Director will work across portfolios, grantmaking needs and administrative functions managing internal practices, procedures and day-to-day operations of the Foundation efficiently and effectively while reflecting the Foundation's values and principles. Reporting directly to the President, this individual works closely with Foundation leadership as well as across the whole team to ensure staff are resourced and supported to focus on social change rather than administrative functions of efficient grantmaking. The Senior Director will partner with the Foundation's Family Office (HighSage Capital), which provides investment management, tax management and financial oversight.

The Senior Director is a key leadership team member and must keep abreast of Foundation priorities and understand the work of the grantmaking teams. This individual must be personable, responsive, intellectually curious and able to manage multiple tasks and responsibilities independently, should have a customer service orientation and demonstrate the highest degree of integrity, initiative, discretion and accountability.

Financial Management

Manage financial systems including:

- Financial operations of the Foundation including oversight of all financial systems, outside providers (RSM) and accounting firm (EY).
- Annual budget process.
- Cash flow management, accounts payable and grant payment processes including weekly invoice approvals in partnership with the Grants & Finance Manager.
- Partner with the Family Office on quarterly operating and grant funding needs as well as for tax form completion.
- Financial reporting, monitoring and review with the President.
- Annual tax return and all related filings, working in partnership with the President, family office and off-site accountants.

Operations

Grants Management

- Oversee and continually improve the grants management process ensuring timely and accurate payouts, contracting and reporting.
- Supervise the Grants & Financial Manager providing support and mentorship.

Systems Management

- Provide leadership on technology and organization systems, ensuring the teams are supported through high quality tech tools that facilitate the work.
- Manage outside technology consultant, equipment needs and ensure that office and staff equipment issues are identified and resolved promptly.
- Proactively identify and drive systems improvements and efficiencies working with staff to identify opportunities for greater efficiencies and how tech might simplify our work and

amplify its impact.

Legal

- Serve as the primary liaison between the Foundation and legal counsel.
- Responsible for compliance with relevant federal, state and other agencies governing private foundations ensuring required legal documents are filed and that Foundation policies and practices comply with federal, state and other regulatory organizations.
- Stay abreast of foundation legal and tax requirements working with counsel and the accounting firm.

Office Administration

- Oversee office administration including management of day-to-day office operations, facility, lease, all office policies and security procedures. Manage the relationship with building management and landlord.
- Manage Office Administrator to ensure a physical workplace that is comfortable, welcoming and highly functional.
- Lead the Administration Team (which includes three additional staff members).

Human Resources Management:

Our team members are our most valuable asset. Hiring, developing and nurturing outstanding talent is a priority for the Foundation and the Senior Director holds the responsibility to develop and manage the human resource functions that ensure staff are and feel well supported.

Human Resources

- Develop and oversee human capital strategy ensuring the Foundation attracts, retains and nurtures a high functioning staff. Ensure pay and benefits strategies are competitive and attractive.
- Work in partnership with GenesisHR (the Foundation PEO) to ensure effective HR and benefit program delivery. Manage all payroll and human resources activity including maintenance of personnel records, employee hire letters and onboarding, benefit renewal decisions, performance increases and close-outs. Review and approve bi-weekly payroll.

People Oversight & Culture

- Oversee recruitment for the Foundation, identifying and managing high quality search consultants and partnering with hiring managers to support hiring and onboarding process.
- Take the lead cultivating a collegial, productive and fun workplace culture, coordinating with President and Admin Team on staff meetings, celebrations and events.
- Support the President and Foundation leadership on new hires, employee management and facilitate performance reviews and benchmarking reports with GenesisHR support.
- Partner with the President to establish personnel priorities, professional learning opportunities for staff and make recommendations to President for revisions and improvements to policies where needed.



QUALIFICATIONS OF THE IDEAL CANDIDATE:

This position is accountable for all administrative, financial, human resources and operational support for the Foundation and reports directly to Joanna Jacobson, President and Trustee of One8 Foundation. This individual must have demonstrated strong organizational, analytical, written and oral communication skills and grants management oversight experience. A successful candidate will have outstanding EQ skills, with a strong ability to work productively with all internal and external constituencies. While no single candidate will embody all the qualifications enumerated below, the ideal candidate will possess many of the following professional and personal abilities, attributes and experiences:

Required experience and competencies:

- undergraduate degree with > 10 years professional experience in a fast-paced work environment
- experience in accounting, managing budgets, payroll and personnel administration and managing direct reports
- a reputation with previous employers for the highest integrity and outstanding performance
- outstanding organizational and problem-solving skills
- ultimate responsibility for financial and operational management in an organization of significant size
- intellectually curious with a penchant for continual improvement
- a can-do attitude and willingness to roll up your sleeves
- excellent and clear communication skills, both written and oral
- ability to work independently and effectively in a collaborative structure with personnel throughout every level of the organization
- a sense of humor and enjoys working with people and on teams
- thrives in a fast-paced, deadline-oriented environment, with the ability to see the big picture, create and deliver on project plans and manage details with a high degree of accuracy
- advanced level Microsoft Office skills (Word, Excel, Outlook) and ability and interest to take advantage of new technologies that improve work systems and productivity

Preferred experience and competencies:

- familiarity with grantmaking procedures, rules and policies governing private foundations
- familiarity with InTacct, Bill.com and/or Salesforce
- advanced degree

COMPENSATION AND BENEFITS:

The base salary will be within the targeted range of \$190k– \$220k, commensurate with experience. If your credentials exceed our requirements – let’s talk! In addition, the One8 Foundation offers a comprehensive benefit and PTO package.

APPLICATION PROCESS:

Interested candidates should [CLICK HERE](#) to submit a cover letter, resume, and salary expectations.

One8 Foundation is an equal opportunity employer and encourages candidates of all backgrounds to apply for this position.