



POSITION: Senior Director of Operations & Administration (**SEARCH REOPENED**)

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 Foundation's priority grantmaking areas are Education and Jewish Continuity and Community, each with a dedicated staff team. The One8 Foundation also funds direct community support to assist children and families in need and help them improve their own lives. 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 also supports leaders to start up innovative, potentially high impact new initiatives in our focus giving portfolios. The Foundation's trustees have high risk tolerance and are committed to impact.

ABOUT THE POSITION:

Reporting directly to the President, 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. This operational leader must have demonstrated experience in approaching new problems with a learning and analytic orientation to deliver solutions that meet the objectives.

The Senior Director will work across portfolios, managing internal practices, procedures and day-to-day operations of the Foundation efficiently and effectively, while reflecting the Foundation's values and principles. This individual works closely with Foundation leadership as well as across the entire 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.

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

Office Administration

- Oversee office administration including management of day-to-day operations, facility, lease, policies and security procedures.
- Manage Office Administrator to ensure a physical workplace that is comfortable, welcoming and highly functional and lead the four-person Administration Team.
- Provide leadership on technology and organization systems, ensuring the teams are supported through high quality tech tools that facilitate the work.
- Proactively identify and drive system improvements and efficiencies; working with staff to identify opportunities for greater efficiencies and leveraging technology to simplify our work and amplify its impact.

Grants Management

- Supervise and partner with the Grants & Financial Manager providing support and mentorship ensuring the grants management process is timely, accurate and continually improving.

Legal

- Serve as the primary liaison between the Foundation and legal counsel, staying abreast of foundation legal and tax requirements
- 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.

Human Resources Management

- Work in partnership with GenesisHR (PEO) to ensure effective HR operations and benefit program delivery. Oversee all payroll and human resources activity including maintenance of personnel records, benefit renewal decisions, policies and performance management systems.
- Develop and oversee human resources ensuring the Foundation attracts, retains and nurtures a high functioning team. Ensure pay and benefits strategies are competitive and attractive.
- Oversee recruitment for the Foundation, identifying and managing high quality search consultants and partnering with hiring managers to support hiring and onboarding processes.



QUALIFICATIONS

- BA/BS with > 10 years professional experience in a fast-paced work environment, including management responsibility for finance and operations; advanced degree preferred
- Experience in accounting, budget oversight, HR administration and managing direct reports; familiarity with grantmaking procedures, rules and policies governing private foundations preferred
- 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
- Reputation for the highest integrity and outstanding performance
- Outstanding organizational, project management and problem-solving skills
- Intellectually curious with a penchant for continual improvement
- 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 colleagues at all organizational levels
- Sense of humor and enjoys working with people
- Advanced Microsoft Office skills (Word, Excel, Outlook) and ability to assess and introduce technologies that improve work systems and productivity; familiarity with InTacct, Bill.com and/or Salesforce preferred

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.