

## **Aviv Foundation**

### **Operations Manager**

Tel Aviv

#### **About Aviv Foundation**

The Aviv Foundation is a private family philanthropy that invests in emergent and proven solutions that hold the potential to create lasting and impactful change. In the United States, we are committed to supporting meaningful engagement with Judaism, inspiring and supporting pro-democracy leaders, and improving the education and child welfare systems. In Israel, we are committed to promoting deep connections to Judaism for all Israeli Jews, advancing peace between Israelis and Palestinians, and fostering a flourishing and inclusive society.

#### **Position Overview**

Aviv seeks to hire an enthusiastic Operations Manager to join our professional team in a part-time capacity at approximately 25 hours per week, with the potential to grow to a full-time position. The successful candidate will have excellent operational and relational skills, and ideally prior experience with not-for-profit organizations or socially-oriented endeavors. The Operations Manager will be responsible for the administration of the Aviv Foundation in Israel, including daily operations, facilities, accounting, grants management, and administrative processes.

The Operations Manager will engage with all of Aviv's organizational efforts, working in close partnership with our Board and professional team. This person will report to the Director of Israeli Philanthropy and work closely with Aviv's Operations Director in the U.S.

#### **Responsibilities:**

The Operations Manager will have diverse responsibilities, including:

- Overseeing the day-to-day operations of the office, such as facilities management (including identifying and establishing a new physical office in the center of Israel) and maintaining necessary vendor relationships;
- Proactively recommending solutions to growing operational needs;
- Supporting Aviv grantees based in Israel, including managing grant applications, reports, agreements, and payments;
- Maintaining accurate data about Aviv grantees in our grants management system;
- Partnering with the Operations Director and Accountant to track expenditures and prepare financial reports;
- Creating clear, concise, and insightful written materials, presentations, and other materials for the Board and senior staff;
- Assisting with event planning and other foundation-wide functions; and
- Offering administrative support for the Israel team as needed.

#### **Qualifications and Experiences**

The Operations Manager should be entrepreneurial, curious, flexible, and possess a sense of humor, patience, and warmth. Specific qualifications include:

- A bachelor's degree and three to five years relevant experience, ideally within foundations, nonprofit organizations, or corporate responsibility;
- A commitment to advancing Aviv's mission, goals, and values;
- Critical thinking paired with excellent judgment, integrity, and attention to detail;
- A commitment to quality, accuracy, and thoroughness, and a willingness to be hands-on whenever necessary;
- Excellent written, oral, and listening skills in both Hebrew and English;
- Cultural competence to work with individuals from diverse backgrounds;
- Ability to work in fast-paced, dynamic environment, and multi-task; and
- Ability to travel domestically and internationally upon occasion.

### **Compensation, Benefits, and Culture**

The Aviv Foundation seeks to build a team of exceptional professionals and invests generously in its staff. This is a salaried position based in central Israel with highly competitive compensation, excellent benefits, and professional development opportunities. The Aviv Foundation has an empowering, collaborative, trusting environment, and our team is driven to do meaningful work every day.

Interested candidates should send a cover letter and resume in English to [info@avivfoundation.org](mailto:info@avivfoundation.org).