



Director of Operations - Full Time - RUACH Community Health

Job Title: Director of Operations

Salary: \$64,000/year for 40 hours/week

Location: Newton, MA

Reports To: Executive Director

About Us

RUACH Community Health, Inc. is a mission-driven nonprofit startup dedicated to renewing Jewish life through movement and meditation studios rooted in Torah and connecting seekers of all ages and backgrounds. We are a lean organization positioning ourselves for a period of rapid growth (current budget \$350,000/year). RUACH is a partner organization on Hebrew College's dynamic collaborative campus in Newton, MA, where we operate the country's first Jewish movement and meditation studio.

Position Overview

We seek an enterprising and experienced Director of Operations to join our team. This role will be instrumental in driving RUACH's growth and success by working with the Executive Director to manage or oversee all aspects of business operations, including finance, administration, human resources, and marketing. Along with a keen business mind, we are seeking an organizational leader and thought partner to the Executive Director and Director of Development in RUACH's heart-centered mission of building a studio-based community. This role will manage a Marketing Coordinator and oversee the Front Desk Team.

Responsibilities Include:

- **Day-to-Day Operations:** Manage the organization's routine operations, including budgeting, financial management, and reporting; studio/office administration; and coordination of the front desk and teaching teams. Ensure compliance with all legal and regulatory requirements, including tax filings, employment laws, and nonprofit regulations.
- **Human Resources:** Manage human resources functions, including recruitment, onboarding, and performance review.

- **Marketing:** Oversee RUACH's marketing efforts, most immediately by leading a hiring process for a part-time marketing position that would serve as a direct report.
- **Facilities + Maintenance:** Oversee studio facilities and maintenance.
- **Strategy + Culture:** Play a leading role in RUACH's strategic planning; identify and pursue opportunities for earned revenue generation and partnership development; build and maintain a culture of strong relationships with key stakeholders, including board members, partners, and vendors; foster a collaborative work environment; evaluate and improve organizational processes to enhance efficiency and effectiveness.
- **Fiscal Independence:** Create and maintain the bookkeeping systems necessary for RUACH to operate independently (RUACH is currently fiscally sponsored by Hebrew College, and our 501(c)(3) status was approved by the IRS in May 2024).

Skills and Qualifications:

- 5-7 years experience in nonprofit operations or relevant work.
- Minimum of 2 years in a management role or project management experience.
- Bachelor's and/or Master's degree in business administration, nonprofit management, or a related field preferred.
- Excellent financial acumen, with experience in budgeting, financial analysis, and reporting.
- Demonstrated commitment to Diversity, Equity, and Inclusion (DEI).
- Proven ability to develop and implement strategic plans and initiatives.
- Exceptional verbal and written communication skills, including impeccable proofreading ability.
- Highly developed interpersonal skills, with the ability to build collaborative relationships with diverse stakeholders.
- Strong time management and initiative, with the ability to prioritize responsibilities and meet deadlines.
- Knowledge of nonprofit governance, compliance, and best practices.
- Passion for our mission and a commitment to making a difference in the community.
- Excellent computer skills and experience with Mac (fluency in Word, Excel, G Suite, experience with PowerPoint or Keynote, InDesign a plus).

Hours

This is a full-time position (40 hours per week). The role may require working occasional evenings and weekends for organization events. This is a hybrid position in the Greater Boston Area, allowing for significant remote work outside of onsite commitments.

Salary and Benefits:

- Salary is \$64,000.
- Paid time off (vacation and sick days) without limit at the employee's discretion. The RUACH office is closed on Jewish and federal holidays.

- Free RUACH studio membership.
- Possible additional benefits are to be determined upon RUACH's fiscal independence from Hebrew College.

How to Apply:

- Please submit a copy of your resume [at this link](#). Please include a brief statement of interest in the position, as well as two references.
- Those being considered will be contacted by email/phone for an initial interview.
- Applications are due June 30, 2024 and will be considered on a rolling basis. The position will begin in July or August 2024.
- For questions about the role or application process, please reach out to RUACH's Executive Director, Yaakov Ginsberg-Schreck (yaakovgs@ruachhealth.org).

RUACH Community Health is an equal-opportunity employer and encourages applications from people of all races, religions, national origins, sexual orientations, gender identities and expressions, ages, and physical abilities, with members of historically marginalized communities especially encouraged to apply.