



Sacred Spaces Seeks Flex-Time Operations Manager

About Sacred Spaces:

Sacred Spaces is a new cross-denominational initiative to address abuses of power in Jewish institutions. We help prevent and respond to abuse in a way that minimizes damage to the institution, while ensuring that support for the victim and protection for constituents are the institution's top priority. Sacred Spaces empowers institutions with the tools they need to prevent and respond to abuse through policy development and training.

Job Description and Responsibilities:

Sacred Spaces seeks an Operations Manager to work with the Director in growing and managing the general functioning of the organization, including administration, development, communications, and programming. This is an exciting opportunity with growth potential for the right candidate interested in joining a small group of respected and innovative Jewish leaders as they work to create large-scale change in the Jewish community. The ideal candidate will be a quick learner, self-initiated, able to prioritize and complete multiple tasks efficiently and excellently, organized, attentive to details, and with strong writing, communication, and follow-through skills.

Specific responsibilities include but are not limited to:

- Managing administrative functions to ensure smooth and efficient operations, including bookkeeping, payroll, budgeting, purchasing, IT, answering emails and phone calls, note-taking, and office space management.
- Researching, pursuing and managing funding opportunities for Sacred Spaces, including grant writing, reports to funders, coordinating parlor meetings, thank you notes, and managing donor database.
- Preparing monthly newsletter, press releases, mailing campaigns, and designing marketing materials.
- Maintaining Sacred Spaces' social media presence and website.
- Providing scheduling and other support for the Executive Director.
- Managing and supporting program logistics, including calendar, travel, preparing programmatic materials, and liaising with organizational clients.

Qualifications and Skills of Ideal Candidate:

- Bachelor's degree or equivalent; several years' experience.
- Internet and social media savvy. Proficient in all Microsoft Office and Google Drive applications. Experience with Adobe Acrobat Pro, Quickbooks, Zoom, Constant Contact, Raiser's Edge or similar products a plus. Willingness and ability to learn and comprehend these and other programs a must.
- Flexible work style with the ability to work under tight deadlines, managing multiple projects simultaneously, and with shifting priorities.
- Exceptionally organized and detail-oriented with attention to accuracy in data and document management.
- Ability to communicate clearly, concisely, and thoughtfully with internal Sacred Spaces employees and lay leaders, and externally with individuals and organizations of all Jewish denominations in a professional and polished manner. Excellent interpersonal, written and oral communication skills.
- Able to work remotely and independently: Self-motivated, diligent, with a positive, solution-driven attitude.
- Understanding and commitment to Sacred Spaces' mission and approach – of working *with* Jewish organizations as partners in addressing abuses of power. Familiarity with the Jewish community preferred.

Salary and Application Process:

Salary range is 35-40k annually. Location and time flexible. Please send an email with the subject "Operations Manager", including resume, cover letter, and contact info for two references to info@jewishsacredspaces.org. Due to high volume, only candidates selected for an interview will be contacted.