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ISRAEL POLICY FORUM
FOR A SECURE, JEWISH, DEMOCRATIC ISRAEL



Director of Operations

Israel Policy Forum

New York, NY

Salary: $110,000–$125,000

Background

The Organization

Israel Policy Forum is a nonpartisan U.S. organization that advances policy ideas and educates community leaders to support effective U.S. engagement on the Israeli-Palestinian conflict. We work to strengthen U.S. policy and cultivate an informed community of leaders committed to a viable resolution of the conflict that ensures Israel's security as a Jewish and democratic state, provides for Palestinian national aspirations, bolsters U.S.-Israel relations, and enhances regional security, stability, and cooperation.

Israel Policy Forum is uniquely positioned in both the policy and Jewish communities, producing rigorous policy analysis trusted by U.S. decision-makers across the political spectrum, and convening programs that equip community, civic, and policy leaders to elevate the quality of discourse on U.S. policy toward Israel and the Israeli-Palestinian conflict.

The Position

Israel Policy Forum seeks a Director of Operations to serve as a senior, hands-on member of its operations team. Reporting to the Chief Operating Officer (COO), the Director will own budgeting and financial coordination and lead operational functions and projects that support the organization's effectiveness.

This is a strong fit for an experienced nonprofit operations generalist who combines financial management skills with broad operational experience, sound judgment, and a service-oriented approach. The Director will work closely with colleagues across the organization, vendors, and an outsourced bookkeeper. This is not a technical accounting or controller role. The ideal candidate will be comfortable moving between financial analysis, operational problem-solving, and hands-on administrative work.

Budgeting and financial coordination are ongoing responsibilities of this role. Alongside this core portfolio, the Director will lead operational projects and respond to needs that evolve throughout the year and as organizational priorities change. Responsibilities include coordinating the annual audit, managing payment and expense workflows, improving systems, and carrying out both complex projects and routine administrative tasks.

Candidates should bring substantial experience managing a broad nonprofit operations portfolio, including direct responsibility for budgeting and audit coordination. They should be able to take ownership after learning IPF's systems and priorities, anticipate needs, and carry work through to completion with limited day-to-day direction.

Role Overview

Budgeting and Financial Coordination (25%)



- Lead the annual budgeting process with the COO and department leaders, including the calendar, templates, department discussions, and consolidation of a proposed budget for COO review. Prepare forecasts and budget-to-actual reporting throughout the year.
- Partner with department leaders to track spending, investigate variances, answer budget-related questions, and provide practical guidance on expense coding, approvals, and budget management.
- Coordinate financial administration for programs, events, retreats, and convenings, including budget tracking, expense coding, vendor payments, and post-event financial reconciliation.
- Track expenses associated with restricted gifts, grants, and designated projects in partnership with the COO, development team, and external accounting support.
- Review financial results, identify variances or recurring issues, and recommend actions to the COO. Prepare draft financial reports, presentations, and explanations for management and board committee review.

Financial Administration and Audit Coordination (25%)

- Manage and personally carry out accounts payable processes, including contacting vendors to collect invoices, W-9s, receipts, payment information, and required approvals; prepare payments and liaise with external accounting support. Follow IPF's procedures for separate payment preparation and authorization.
- Review and code expenses in QuickBooks Online, ensuring appropriate allocation across departments, programs, grants, projects, and events; coordinate entries and corrections with the outsourced bookkeeper and complete entries directly as needed.
- Manage the organization's credit card expense documentation process, including staff follow-up, receipt collection, and resolution of missing or unclear expenses.
- Serve as the primary staff resource for expense reimbursements, invoice submissions, payment status inquiries, credit card documentation, and expense coding questions.
- Prepare invoices for speaking engagements, partnerships, reimbursements, and other organizational activities as needed.
- Process contributions and other payments received through the organization's virtual mailbox, maintain supporting documentation, and coordinate deposits with the COO and development team.
- Manage coordination with the outsourced bookkeeper for month-end and year-end reporting, including providing documentation, resolving missing information, and reviewing reports. The bookkeeper retains responsibility for contracted bookkeeping and reconciliation services.
- Lead the annual audit and Form 990 preparation calendar, coordinate requests among staff and external professionals, gather supporting information, and conduct an initial management review of drafts. Bring questions and proposed corrections to the COO and preparers for review and resolution.

Role Overview (Cont.)

Operations and Systems Management (25%)

- Manage assigned vendor relationships, contracts, renewals, and operational deadlines; obtain proposals, follow up on service issues, and prepare recommendations for COO approval.
- Lead improvements to finance and operations workflows, templates, checklists, documentation, and staff-facing resources; implement changes and help colleagues use them consistently.
- Develop and maintain standardized budget templates and tracking tools for programs, events, and departments.
- Ensure financial and operational records are complete, organized, and readily accessible for budgeting, audits, reporting, and internal review.
- Identify process inefficiencies and implement practical improvements that reduce recurring administrative work, strengthen controls, and improve coordination across the organization.
- Prepare supporting documentation and expense summaries for restricted fund tracking, grant reporting, and other organizational needs.

Operational Priorities and Special Projects (25%)

- Lead operational and administrative initiatives assigned by the COO in response to evolving organizational priorities. Adjust plans and day-to-day work as needs change while maintaining ongoing responsibility for budgeting and financial coordination.
- Manage time-sensitive projects across finance, operations, and administration, working with colleagues to define deliverables, establish timelines, and carry work through to completion. Personally execute administrative tasks as needed.
- Contribute to emerging operational needs and special projects, bringing flexibility, sound judgment, and reliable follow-through. Keep the COO informed of progress, competing demands, and decisions requiring approval.

Desired Knowledge, Skills, and Abilities

- 7 or more years of progressively responsible experience in nonprofit operations, with direct ownership of budgeting and audit coordination and meaningful experience across other operational functions. Candidates with equivalent demonstrated experience are encouraged to apply.
- A track record of managing varied operational responsibilities in a small or midsize organization and successfully adapting to changing organizational needs.
- Demonstrated ability to manage budgets, update forecasts, interpret financial reports, and explain results to non-finance colleagues; experience with restricted funding and grant budgets. Comfort personally handling invoices, W-9s, receipts, reimbursements, and vendor payments.
- Experience coordinating with external accountants, bookkeepers, and auditors, and managing vendor relationships. Familiarity with nonprofit financial statements and the Form 990 preparation process; a CPA credential is not required.
- Strong Excel or Google Sheets skills and experience with QuickBooks Online or a comparable financial system. Familiarity with tools such as BILL/Divvy, Salesforce, Todoist, Microsoft Office, Google Suite, or similar platforms is helpful.
- Ability to help non-finance staff understand budgets, expenses, payment procedures, and operational workflows in a clear and supportive way.
- Strong organizational skills, follow-through, attention to detail, and time management, with the ability to manage multiple workflows, deadlines, and requests across departments.
- Demonstrated ability to develop, implement, document, and improve operational systems, workflows, templates, and processes.
- Demonstrated ability and willingness to combine independent leadership of complex work with hands-on administrative execution, and to adapt to changing operational priorities while maintaining core responsibilities.
- Strong judgment, professionalism, and discretion, including comfort handling confidential financial, personnel, vendor, and organizational information.
- Excellent written, verbal, and interpersonal communication skills, with a collaborative, service-oriented approach and the ability to explain operational or financial information clearly.
- Resourceful, proactive, and comfortable working in a small team that requires flexibility and practical problem-solving. Able to resolve routine issues independently, collaborate effectively across departments, and recognize when COO or specialist input is needed.
- Commitment to Israel Policy Forum's mission, vision, and values.

Compensation and Benefits

The annual salary range is $110,000–$125,000, commensurate with relevant experience, demonstrated capabilities, and internal equity. Placement within the range will reflect the candidate's experience independently leading the functions described above.

Israel Policy Forum offers a comprehensive benefits package, including paid time off (vacation, sick leave, Jewish and secular holidays), medical, dental, vision, matching 401(k), HRA, FSA, commuter benefits, 12 weeks of fully paid parental leave, and an annual professional development stipend.

Work Environment

Israel Policy Forum is based in New York, NY, and has an office in Washington, DC. New York and Washington, DC staff work in person one to three days per week.

Timeline and Next Steps

If you are interested in this position, please click **here** to submit a resume and cover letter. All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by November.

Recruitment Fraud Notice: *DRG is the exclusive partner for this search. Legitimate communications will come directly from DRG using @drgconsulting.com email addresses or their LinkedIn profiles. If you are unsure whether a communication is authentic, please contact the consultant(s) listed in this posting.*

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Submit an application