The Vilna Shul: Boston’s Center for Jewish Culture, located in historic Beacon Hill, is the last-remaining immigrant era synagogue building in Boston and now serves as an urban center for arts, culture, and Jewish life.

As the Director of Operations and Finance, you will be responsible for the administration of The Vilna’s daily operations and facilities, IT and business processes, human resources and payroll, and public calendar of events. You will be a member of a highly collaborative staff team of five working from a historic building nestled in Beacon Hill. You’re a creative problem solver with experience and knowledge in financial management and developing and managing smart and efficient systems. You will report to the Executive Director and supervise The Vilna’s Operations Coordinator.

Responsibilities:

Operations and Facilities
- Manage and provide oversight for all day-to-day office operations, procedures and services including security, telecommunications, office supplies, office furniture, mailing/shipping, maintenance, installation, building repairs
- Provide facilities management, including planning and oversight of short and long-term facilities projects, act as liaison for building services and property management, lease management, and compliance oversight
- Oversee and implement safety functions including emergency preparedness, disaster recovery, business continuity and evacuation procedures and plans
- Ensure organization is insured properly for all uses
- Work with Development Director to maintain, monitor and enforce financial operating policies, procedures, and controls
- Oversee the operations of The Vilna’s CRM tools and manage organization’s account with all providers (e.g. DonorView, Constant Contact, website developer, etc.)

Budget and Finance
- Advance systems for financial management, including forecasting and monthly reports
- Partner with Treasurer and Budget and Finance Committee to ensure board is well-informed and able to understand the state of The Vilna’s financial affairs and exercise its fiduciary responsibility
- Liaise with bookkeeper to manage payroll, accounts payable and receivable, and financial reporting
- Manage and improve credit card and expense-tracking systems
- Liaise with auditors to prepare information for annual audit and tax filing
- Direct annual budgeting process
- Oversee the management of checking, savings, and capital project funds
- Ensure compliance with financial controls and policies and update where necessary
IT and Business Processes
- Manage vendor relationships with outsourced companies such as IT services, internet and phone, security, and property management services
- Ensure all devices are serviced and updated as needed
- Establish policies and procedures for file storage, password protection, cloud technologies
- Review, analyze, and evaluate business procedures
- Oversee all software and services used by The Vilna (Constant Contact, Donor View, Survey Monkey, Google Drive, OneDrive, Zoom, etc.)
- Be proactive in researching and recommending new solutions to The Vilna’s growing and expanding operational needs

Human Resources and Payroll
- Manage and prepare semi-monthly payroll
- Manage employee benefits administration
- Supervise paid time off tracking and administration
- Manage relationship with bookkeeper, accountant and other outsourced professionals on all finance and HR practices
- Oversee hiring process, including coordinating job posts, reviewing resumes, and performing reference checks and onboarding employees.
- Oversee employee onboarding, training, performance reviews, and access to ongoing professional development
- Maintain and update our employee handbook and HR policies, ensuring compliance with applicable employment laws
- Staff liaison for board committees (Facilities, Security & IT; Budget & Finance; Audit) and relevant task force focused on Public Safety and Reopening

Program Administration and Event Management
- Oversee administration and implementation of dynamic annual calendar of programs and initiatives
- Manage event space rental process
- Develop creative, effective strategies to help staff source reports, metrics, and data from DonorView and Survey Monkey to inform measurement and evaluation work
- Support staff in utilizing CRM tools for event registrations, program evaluation and other needs

Experience:
- 8 years of relevant experience in business administration. Experience managing financial systems including budget, audit, and reporting; property management; supervision; organizational operations; and familiarity with HR best practices.
- Bachelor’s degree required; MBA or other relevant graduate degree preferred
- Knowledge of and experience with Microsoft Office; Quickbooks, CRM systems (DonorView, Salesforce, Constant Contact, etc.); communications, social media and mass email platforms; and new emerging communications platforms.
- Successful track record of overseeing systems with accuracy, timeliness, and consistency
- Desire to be part of a mission-driven organization that advances Jewish arts, culture and engagement in Greater Boston
- Knowledge of the landscape of Jewish organizations and Jewish life in the Greater Boston area or demonstrated ability to build this knowledge quickly and with relative ease
Skills and Attributes:

- Exemplary time management skills, including the capacity to juggle competing priorities and deadlines, and to remain flexible within a fast-paced environment
- Passion for taking on challenging projects, and ability to manage a variety of projects simultaneously
- Ability to identify challenges and a willingness to offer solutions as part of a team. Must be able to take initiative
- Superb written and verbal communication skills
- Meticulous attention to detail
- Ability to work on a team and independently
- Desire to multi-task, meet deadlines, and work as a self-starter
- High level of professionalism and customer focus
- Customer service experience

The duties and responsibilities in this job description may be subject to change at any time due to reasonable accommodation or other reasons.

Salary Range of $85-100k, commensurate with experience.

This is a full-time, exempt position reporting to the Executive Director.

To Apply
Please send a cover letter and resume to Jobs@vilnashul.org with subject: Director of Operations and Finance / [Your Name]. No phone calls please.

Applications will close on Friday, September 17th. Applicants will be interviewed on a rolling basis. We thank you for your interest in career opportunities at The Vilna.

About The Vilna Shul: Boston’s Center for Jewish Culture
The Vilna Shul: Boston’s Center for Jewish Culture, located in historic Beacon Hill, is the last-remaining immigrant era synagogue building in Boston and now serves as a center for Jewish culture and communal engagement. The Vilna is a robust not for profit organization that marked its centennial in late 2019 with the much-anticipated reopening of its historic building after a $4 million restoration project. The Vilna offers programming across the age spectrum and in 2020 launched its Virtual Vilna platform to expand its reach regionally, nationally and internationally. To learn more about The Vilna, visit us at www.vilnashul.org.

This is an incredibly exciting moment to join our professional staff. The Vilna recently completed a strategic aspirations study that lays the foundation for future growth and impact, expanded its footprint tenfold through the Virtual Vilna platform established at the start of the pandemic, and is preparing to reopen its newly renovated historical building for public programming in the fall. The Vilna aspires to be a welcoming and inclusive hub for conversation, learning and action. The Vilna is a site for celebration and engagement with Jewish life, at the intersection of civic, religion and contemporary affairs, and an important outlet for engagement with a broader network of organizations seeking to combat racism, antisemitism and social inequity in the Greater Boston area.
The Vilna Shul provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Vilna Shul complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The Vilna Shul expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Vilna Shul’s employees to perform their job duties may result in discipline up to and including discharge.