



Position Announcement
Director of Finance and Operations, Jewish Film Institute

The **Jewish Film Institute (JFI)** is the premier curatorial voice for Jewish film and media and a leading arts and culture organization in the Bay Area. As the presenter of the world-renowned San Francisco Jewish Film Festival – the world's first and largest Jewish film festival – JFI catalyzes and inspires communities in San Francisco and around the world to expand their understanding of Jewish life and culture through film, media, and dialogue. In addition to its signature summer Festival, the Jewish Film Institute presents year-round live events in the San Francisco Bay Area and a host of online content initiatives, including JFI On Demand and free Monthly Online Shorts. In addition to its exhibition services, JFI also supports filmmakers working with Jewish themes through its yearlong Filmmaker Residency program, Jerusalem Film Workshop and Festival Awards. JFI's budget is \$1.9M and has 9 year-round employees.

Position Overview

The DFO is a hands-on leader and a member of the senior team, responsible for the administrative aspects of JFI in reaching its organizational goals and financial stability. The DFO will be a strategic thought-partner and report to the Executive Director (ED). The DFO provides financial management of JFI and provides oversight and hands-on management to accounting, HR, and Program and Organizational Operations. The DFO supervises the Office Coordinator and Festival Operations Director. S/he will play a critical role in partnering with the senior leadership team in strategic decision-making and operations as JFI continues to enhance its quality programming and build capacity as a Film Institute. The ideal candidate will have advanced organizational skills, business acumen, strong interpersonal and communications skills, non-profit experience, and be excited about working for a dynamic arts organization. This position is an opportunity for a finance and operations leader to impact a well-respected, media arts organization within the Bay Area's thriving arts community as it continues to grow and serve new constituents.

Job Responsibilities

Senior Leadership

- Serve as a member of JFI's senior management team and contribute to the overall strategic direction of the Institute.
- Foster a positive working culture at JFI.

Financial Management and Accounting

- Manage JFI's overall budget and finances; develop and coordinate the budget process in coordination with the ED and senior staff.
- Manage day-to-day bookkeeping including payables, income and receivables, and monthly reconciliations including bank statements and business credit cards.
- Monitor and analyze the organizational financial position including cash flow throughout the year.
- Prepare and present quarterly financial statements, financial reports and special analyses for ED, senior staff, and Board.
- Prepare grant budgets and reports in coordination with Development.
- Coordinate and lead the annual audit, liaise with external auditors and the Finance committee of the Board; assess any changes necessary.
- Update and implement all necessary business policies and accounting practices; create and update financial policies and procedure manual.
- Effectively communicate and present financial matters to the Finance Committee and Board of Directors.

Human Resources

- Manage payroll, new employee on-boarding, compensation and benefits management, legal compliance with employment laws for year-round and Festival seasonal staff.
- Manage human resource initiatives, update employee handbook, enhance professional development, review compensation and benefits, ensure annual employee performance evaluations, and conduct trainings to educate employees regarding staff tools, and policies and procedures.
- Oversee recruiting processes for new staff and maintain consistent and equitable processes.
- Negotiate contracts with and manage all external partners including third-party vendors and consultants.

Program Operations

- Support Festival operations including managing venue and production contracts and securing needed permits.
- Coordinate with program staff to provide operational and production support for year-round events including securing venues, managing production, and managing front of house for 3-6 events/year including WinterFest, a two-day film festival, hiring temporary staff as needed.

Organization Operations

- Oversee the data, information, and document sharing systems strategy to ensure all data and information is standardized, up-to-date, and easily accessible across the organization.

- Oversee internal operations, including purchasing, to ensure efficient and consistent practices as the organization scales.
- Plan for long range IT, communications and digital technology capacity including managing and coordinating with contract IT staff and consultants.
- Oversee JFI's space planning and facility improvements.
- Supervise Office Coordinator.

Qualifications

- Minimum of a Bachelor's degree, ideally with an MPA/MBA/CPA or related degree.
- 3+ years of supervisory and leadership experience in an organizational setting.
- 6+ years of broad financial and operations management experience ideally within a non-profit organization; experience with day to day financial and accounting management of an organization of a comparable size.
- Experience with QB online accounting software and other online financial tools such as Bill.com, ReceiptBank, or similar bill paying and receipt management systems.
- Proficient in MS Office and Google Drive. Strong Excel skills.
- Ability to translate financial concepts to and collaborate with colleagues.
- Knowledge of best practices in human resources.
- Ability to set priorities and have good time management skills; ability to be flexible and adaptable in a fast-paced environment.
- Keen analytic, organizational and problem solving skills.
- Excellent communication skills and ability to develop positive work relationships with a variety of internal and external stakeholders.
- Personal qualities of integrity, discretion, and dedication to the mission of JFI.
- Event management experience is helpful.

TO APPLY

Please send a cover letter explaining your interest and why you think you are a good match and resumé via email to opportunities@jfi.org with "Director of Finance and Operations" as the subject. Applications without cover letters will not be considered.

JFI is an equal opportunity employer. Applicants for paid and volunteer positions, and employees seeking advancement, are considered on the basis of their qualifications, and without regard to race, color, national origin or ancestry, religion, age, sex, perceived gender, sexual orientation, marital or veteran status, HIV status or medical condition, mental or physical disability, or any other characteristic made unlawful by federal, state or local laws.