Operations and Data Manager
Reports to: Executive Director
Job Status: Full-time, exempt
Compensation: $50,000-$60,000/year

Judaism Your Way (JYW) is a 17-year old Colorado-based Jewish organization creating innovative approaches to including Jews and their loved ones in Jewish community. We are an open tent, embracing everyone who seeks a connection to Jewish life. Every day, we share transformative Jewish experiences and recognize ourselves as part of something relevant, whole, and sacred. There are many ways to be Jewish. At Judaism Your Way, we respect and include them all.

Our philosophy and delivery model create a maximally inclusive environment for participants who identify as cultural/secular, unaffiliated, part of an interfaith partnership or family, LGBTQ+, those whose spirituality and identity includes Judaism and another tradition, and those looking for an unambiguous welcome to Jewish life in the Denver/Boulder metro-area, Colorado, and now, virtually, across the country. We welcome all people as they are, without ulterior motives to change them from unaffiliated to affiliated, interfaith to converted, or secular to more religious.

JYW is focused in four key programmatic areas to create community all year long:

- Holidays and Services, including annual High Holidays and other Jewish holidays, as well as monthly services such as community-led Shabbat aLIVE and family-friendly Shabbat Sing
- Open Tent Be Mitzvah classes, our unique two-year Jewish coming of age education and celebration program for emerging teens
- Lifecycle Events, such as weddings, baby namings, and bereavement ceremonies
- Community Programs and Counseling, including adult and family education classes, Jewish Mindfulness Meditation, interfaith couples workshops, Jewish book club, conversion counseling, and more.

Position Summary:
The Operations and Data Manager is responsible for supporting the entire JYW team through operations, database, financial, and administrative management of the day-to-day execution of our work. They will be a collaborative team player who can also work independently, thriving in the minutiae of details, data, analysis, and daily operations. This process-oriented individual integrates with our entire team providing database management and gift processing, program and event registration and support, accounting assistance, and general office administration to ensure efficient and effective daily operations.

The Operations and Data Manager reports to the Executive Director and works closely with the Development Director and rabbinic and education team.
Essential Functions:

1. Development Database Management:
   a. Manage all aspects of the JYW donor database (Blackbaud eTapestry) including establishing best practice standards and processes, as well as data input, cleanup projects, data integrity, data security and backup
   b. Assist Director of Development with moves management tracking and reporting including pipeline management, donor research, activity tracking, etc.
   c. Build and manage queries and reports for development, accounting, communications, and program teams, including data analysis for future strategy and revenue generation
   d. Instruct the JYW team on database protocols and maintenance procedures

2. Accounting Assistance and Gift Processing:
   a. Manage fee-for-service program registrations, receipts, payment plans, billing, scholarships, and participant communications
   b. Develop and implement gift processing, reporting and acknowledgments standards
   c. Create and manage system for recurring gift processing and transaction updates
   d. Work closely with Executive Director and external accounting team on monthly revenue and expense reconciliation, budget updates, and regular financial reporting

3. Program and Event Registration and Support:
   a. Manage all program and event registration forms, participant communications, registration lists, and follow-up activities
   b. Provide data management for Open Tent Be Mitzvah admissions process
   c. Assist staff team leads with coordinating and managing details for all virtual and in-person events
   d. Provide tech support during virtual programming
   e. Assist the Executive Director and event planning team with logistics, project management, and implementation of the signature fall High Holidays services of Rosh Hashanah and Yom Kippur, as well as all other holidays and events

4. General Office Administration:
   a. Coordinate and maintain all office processes and systems including phones, mail, IT, digital meeting technology, physical and digital filing systems, and general repairs and maintenance
   b. Serve as the primary point of contact for all general inquiries regarding JYW including answering the main phone line, managing and responding to all general email inquiries, and staffing the front desk
   c. Assist the Executive Director in preparing for Board of Directors meetings and outreach
   d. Assist the team with mailings, calls, and administrative duties as requested
   e. Other duties as assigned
Core Competencies:
- Must be detail oriented, organized, and possess excellent time management skills
- Strong multi-tasking and high-level organizational skills are essential
- Must be a fast learner, flexible, and able to work independently and as part of a team
- Must be self-motivated and able to accomplish tasks with limited direction and maximum accountability
- Excellent written and oral communication skills, including the ability to communicate effectively with various audiences, including staff, board, partner agencies, and community members

Skills and Experience:
- Minimum three years’ experience working in an administrative and operations role in an office setting
- Minimum two years’ experience with nonprofit donor database management (Blackbaud product suite preferred)
- Proficiency in Microsoft Suite of products and collaboration tools
- Bookkeeping or accounting experience ideal
- Experience in website management a plus (JYW uses Wordpress)

Conditions of Employment:
- Must be able to work occasional non-traditional hours as required to accommodate projects and JYW services, programs, and events
- Must have transportation and be able to lift 25 pounds

Compensation and Benefits:
This is a full-time, exempt position with a salary range of $50,000 - $60,000, commensurate with skills and experience. JYW offers a generous benefits package currently including many Jewish and all bank holidays. JYW currently pays 100% of medical, dental, and short- and long-term disability insurance for full-time employees. JYW employees are eligible to participate in a 403b savings plan.

To apply:
Please send a resume and cover letter to apply@judaismyourway.org with the subject line “Operations and Data Manager.” Review of applications will begin immediately and continue until the position is filled.