



# LIPPMAN KANFER FOUNDATION FOR LIVING TORAH

## CHIEF OF STAFF

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### ***Outstanding Career Opportunity with an Established Family Foundation***

Yes, most six-person teams don't have the need for a Chief of Staff, but we are a high-performing team and need a partner to keep the trains running on time while working on projects in several domains, including Operations, Grants, Finance, and Administration.

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### **ABOUT LIPPMAN KANFER FOUNDATION FOR LIVING TORAH**

Lippman Kanfer Foundation for Living Torah (LKFLT) works to help Jews and fellow travelers apply Jewish wisdom to live better lives and shape a better world. In growing numbers, Jews and others who are exploring both traditional and new ways to engage with Jewish teachings and practices are drawing on these experiences and sensibilities to shape their thinking and behaviors. LKFLT supports the professionals and organizations leading this work through grantmaking, convenings and network building, thought leadership, and strategic communications. As part of this four-pronged strategy, LKFLT runs the Lippman Kanfer Prize for Applied Jewish Wisdom, and publishes and supports research on applied Jewish wisdom in the field. For additional information, see the Foundation's website: [www.lippmankanfer.org](http://www.lippmankanfer.org)

In our fourth year as an independent foundation with the mandate described above, LKFLT is working both to refine its strategic approach and targeted outcomes and to build its organizational infrastructure and systems to ensure efficient and effective operations over the long term. LKFLT has a sister foundation—Lippman Kanfer Family Foundation (LKFF)—which is dedicated to building and sustaining a multi-generational family culture of *tzedakah* (philanthropy) through thematic issue-based grantmaking and support of the vitality of Jewish communities where Kanfer family members live, especially in their hometown of Akron, Ohio. The family behind LKFLT and LKFF has also established a family office / management services firm, which provides IT, HR, finance, and accounting support to the foundations.

### **ABOUT THE POSITION**

The Chief of Staff will serve as a “utility player” with broad administrative, operational, budget/financial, and grants management responsibilities across all areas of LKFLT's work (and targeted areas of LKFF's work). This position is based in Brooklyn, NY; reports to the President; and is a full-time, exempt position.

### **KEY AREAS OF RESPONSIBILITY**

#### **Proactive project management for multiple time-bound projects – 40%**

- Maintain and manage Foundation-wide calendar and project plans to (1) maximize coordination among staff and between staff and board, (2) ensure that staff and board take advantage of strategic opportunities in the external operating environment (conferences, meetings, etc.), and (3) modulate and balance workflow over the course of the year.
- Conduct occasional research projects / literature reviews on emergent topics of interest: Draw on a broad range of sources of information; analyze information to support strategic thinking; identify and suggest practical uses of findings; and effectively synthesize, organize, and present analysis in a range of accessible and digestible formats.

#### **Grants management – for both LKFLT & LKFF – 25%**

- **Management and compliance**
  - In partnership with the Senior Director for Grantmaking implement and manage a grants-

management software platform for the foundation.

- Oversee proposal tracking, grant agreement development and execution, legal compliance, reporting, record-keeping, and data collection and other supports for learning and evaluation.
- Liaise with family-office finance and accounting team to manage grants payments.
- Support Senior Director of Grantmaking in monitoring grantee compliance with grant terms and deliverables.
- **Data management, analysis, and meaning-making**
  - Prepare dockets, reports, historical summaries, and other distillations of grants data for staff and board as requested.
  - Produce grant reports, perform required reporting to national and affiliate organizations, and respond to organizational and management surveys.
- **Relationship management**
  - Prepare and share appropriate correspondence regarding the status of proposals and funding decisions—as well as other communications—with applicants and grantees.
  - Update CRM with relevant information from direct grantee interactions.
  - Express and uphold the LKFLT and LKFF brands in all interactions with external stakeholders.

**Budget and finance management (supported by a family-office finance and accounting team) – for both LKFLT & LKFF – 20%**

- Develop and oversee the foundations’ “operating budgets” to track incurred and anticipated expenses and support compliance with approved budgets, reforecasting as needed.
- Liaise with family-office finance and accounting team for at-least-monthly review and reconciliation of foundation expenses, and at-least-quarterly review of anticipated cash flow.
- Assist LKFLT President with preparation of annual budget for LKFLT. Assist LKFF Executive Director with preparation of LKFF annual budget.

**Administration/Operations/Events – 15%**

- Prepare, synthesize, compile, and distribute staff and board meeting materials, and prepare board meeting notes.
- Manage all LKFLT-hosted conference calls and webinars.
- With support from colleagues, oversee event logistics for internal meetings and external convenings.
- Manage board-staff communications (e.g. weekly email updates, monthly board meeting prep emails, etc.).
- Steward team’s knowledge-management systems (e.g. SharePoint, CRM) to ensure ongoing integrity and accessibility of documents and records.
- With support from external legal counsel, monitor and support foundation compliance with all relevant statutes and regulations.
- Brief President regularly on team progress toward high-level deliverables.

**ABOUT YOU**

You’re excited about the mission of Lippman Kanfer Foundation for Living Torah. You’re fanatical about systems and processes, and you just itch to make things work better (a plus if your sock drawer is impeccably organized). You hold the big vision and the day-to-day details in mind simultaneously. You’re deeply attuned to different people’s work styles and strive to design systems that are elegant, efficient, and extremely user-friendly. You can juggle (literally or metaphorically). You love data, not for its own sake, but for how it can help you and the team work faster, smarter, and more effectively. You are decisive and have an intuitive sense about when you need to seek counsel and when you should just make the call. You’re intensely curious, eager both to learn new things and to regularly question your own assumptions. You find

enormous satisfaction in creating the conditions for your team's work to happen seamlessly, and you understand that to be an indispensable contribution to the team's overall success.

## **REQUIREMENTS**

### **Credentials and Experience**

- Track record of demonstrating sound judgment (e.g., by making appropriate decisions, anticipating problems and innovating creative solutions), managing complex situations with discretion and tact, and prioritizing and completing tasks in a skillful and timely fashion.
- Prior experience with the grantmaking process and grants-management software and systems strongly preferred.
- Experience in developing and managing budgets and financial operations.
- Event-planning experience a plus.
- Willingness to travel domestically approximately six times annually.
- Bachelor's degree or equivalent and minimum five years of professional experience.

### **Knowledge and Skills**

- Excellent oral and written communications skills, with demonstrated capacity to present complex information in clear and concise ways.
- Exceptional discretion and capacity to maintain confidentiality.
- Strong project-management skills, including holding both the big picture and the details, and managing competing and dynamic timelines.
- Skill in process-level thinking (i.e., ability to optimize systems and resources and anticipate critical next steps).

## **WHY THIS ROLE IS COMPELLING**

Working directly with an experienced leader and manager, LKFLT President Aaron Dorfman, you will experience first-hand what it means to lead a well-run, growing organization. You will be exposed to an unusually wide range of people and issues in the Jewish, philanthropic, and nonprofit/social-impact sectors, as well as to the internal infrastructure and operations of a thriving Jewish family foundation.

A successful candidate will develop a broad set of professional skills, honing them to the level of excellence in a demanding and supportive environment. You will work with an accomplished and diverse six-person team in which each individual is committed to her/his own rapid development as well as to that of the team. While this role does not have internal promotion opportunities, we are only looking for a 3+ year commitment, and are supportive of all staff's career ambitions.

We provide an outstanding benefits package including medical, dental, vision, disability and life insurance coverage, 401(k), health and/or flexible savings account, paid vacation, and an exceptional work environment.

## **HOW TO APPLY**

Please submit your resume in Word or PDF format, along with a cover letter describing your interest, qualifications, and salary requirements to [hr@walnutridgemgmt.com](mailto:hr@walnutridgemgmt.com). Please respond to these two questions in your cover letter:

- What excites you about working with Lippman Kanfer Foundation for Living Torah?
- What excites you about the role of Chief of Staff, and what specific expertise and experiences will you draw on to do the job?

Applications will be reviewed on a rolling basis beginning on January 31, 2018.