



# Newton & Rochelle Becker Charitable Trust

## Director of Operations

San Francisco Bay Area



## Background

The Newton and Rochelle Becker Charitable Trust (BCT) was founded in 2006 by Newt Becker, entrepreneur (founder of the Becker CPA Review Course that has prepared half of America's CPAs for the CPA Exam), visionary investor (lead investor and Chairman of the Board of Luz, the world's largest developer of solar energy for many years, and investor in many other cutting edge investments) and involved, hands-on philanthropist. Dr. David Becker, Newt's son, has led the trust as Managing Trustee since Newt passed away in 2012.

Growing up as a teenager in a working class Jewish neighborhood in Cleveland during the Holocaust, at a time when anti-Semitism was a very real factor for the American Jewish community, Newt and his peers experienced a reality of vulnerability and powerlessness. They were very aware of the inability of their community to protect their fellow Jews in Europe. Newt vowed that if he ever had the means, he would do what he could to protect Jews around the world and to further American democratic values that lead to safety and security for all people.

BCT is a grantmaking foundation with more than 150 annual grantees dedicated to safeguarding democratic values and ensuring the future of the Jewish people and the State of Israel. BCT has developed a strategic philanthropic model and takes an entrepreneurial approach, often being among the first funders of new projects and organizations. Most of BCT's giving is focused in three priority areas: Research and Education to Advance Middle East Peace and Security; Jewish Continuity and Identity; and Supporting Democratic Values. Please see BCT's website, [www.BeckerTrust.org](http://www.BeckerTrust.org) for more details.

## Position & Responsibilities

The Director of Operations will lead BCT's Operations Team (OT), and will be responsible for BCT's Grants Administration and Organizational Administration functions. The Director of Operations will report to the President of BCT.

Duties will include, but are not limited to:

### Grants Administration

- Manage, maintain, and continually improve BCT's Grants Management System (GMS) ensuring data and reporting functions effectively support BCT's work.
- Coordinate the operations side of the grantmaking process including the full life cycle of the grant process from application to docket creation to award letter to payment.

### Organizational Administration

- Lead BCT's finance function including all financial analysis, reporting, and payments. This also includes partnering with an audit firm to lead BCT's audit process as well as investment managers that oversee the organization's investment funds.
- Lead BCT's HR function including payroll, benefits, open enrollment, and other HR processes and systems.
- Lead BCT's IT function including hardware and software needs for the office and partnering with consultants to establish and implement new technology security policies.

### Office Leadership

- Supervise (currently) two direct reports, a Grants Assistant and a Grants Manager.
- Recommend what operations and/or finance functions BCT should outsource as opposed to do in-house.
- Supervise management of the BCT office.

### Qualifications

The Director of Operations will be motivated by a passion for organization, order and efficiency. S/he will be a project manager, consultant, analyst and problem solver with exacting standards and an eye for detail. This role requires an individual who can balance strong attention to detail and analytical skills with an engaging, collaborative team-oriented style.

Additional, valued qualifications include:

- At least 10 years of employment experience in a role with significant responsibility.
- Strong track record of running an organization with responsibility for all administrative aspects, such as personnel, accounting, taxes, legal, insurance and office space.
- Extraordinary detail orientation; thorough double-checking and follow-through skills, and takes personal responsibility for accurate, meticulous work.
- A wide vision and good judgement about setting priorities.
- Experience with database software such as grants management applications.
- Good interpersonal skills, including the ability to listen and communicate effectively and professionally with a diverse range of stakeholders, and a positive attitude.
- Experience managing staff.
- Very good verbal and written communication skills.
- A problem solver with an inclination to develop procedures and systems that can improve efficiency.

- Ability to work independently and manage time effectively.
- Knowledge of the non-profit sector generally, and of Jewish community organizations in particular, is preferred.
- Proficiency with Microsoft (Word, Excel, Power Point) essential; knowledge of database management preferred.
- Ability and willingness to travel on an occasional basis.
- Bachelor's degree required, advanced degree preferred.

## Benefits and Compensation

BCT offers an excellent benefits package including medical, dental and vision insurance and a 401(k) retirement plan. Salary is competitive and commensurate with education and related work experience. The position is full-time, exempt, and located in beautiful Marin County in the San Francisco Bay Area. BCT is operating on a hybrid schedule with three days/week in the office and two days/week office optional.

This position description is based upon material provided by the Becker Charitable Trust, an equal opportunity employer.

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