

## CHIEF OPERATING OFFICER POSITION GUIDE

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### ABOUT THE INTERNATIONAL FELLOWSHIP OF CHRISTIANS AND JEWS ([www.ifcj.org](http://www.ifcj.org))

The International Fellowship of Christians and Jews (*The Fellowship* or IFCJ) was founded in 1983 by Rabbi Yechiel Eckstein to promote understanding between Jews and Christians and build broad support for Israel and other shared concerns. Its vision is that Jews and Christians will reverse their 2,000-year history of discord and replace it with a relationship marked by dialogue, respect and cooperation.

*The Fellowship's* success has far exceeded expectations. Over the years, IFCJ has been a leader in Jewish-Christian relations, building bridges of goodwill that have led to greater understanding and cooperation between members of these two great faiths. IFCJ has helped hundreds of thousands of Jews escape poverty and anti-Semitism and return to their biblical homeland, funded humanitarian assistance that has touched the lives of millions of Jews in Israel and around the world, provided life-giving aid to Israel's victims of war and terror, and much more. The Fellowship helps over 1.5 million people annually and focuses primarily on Aliyah, the immigration of Jews from the diaspora to the Land of Israel, ensuring security, and addressing and alleviating poverty.

Notable events for *The Fellowship* include:

- 1983 – Yechiel Eckstein founds the Holyland Fellowship of Christians and Jews.
- 1990 – *The Fellowship* launches the On Wings of Eagles program to bring Soviet Jews to Israel following the collapse of the USSR.
- 1995 — *The Fellowship* opens The Center for Jewish and Christian Values in Washington, D.C.
- 2002 — *The Fellowship* initiates Stand for Israel to mobilize U.S. churches, Christian leadership, and individuals to express their solidarity with the Jewish state through prayer and advocacy. The first International Day of Prayer and Solidarity with Israel mobilizes millions of Christians to pray for Israel.
- 2011 — *The Fellowship* is voted one of the "Top 50 Best Nonprofits to Work For" by *The Non-Profit Times*.
- 2017 – *The Fellowship* breaks ground for Beit Yehidut, Fellowship House, in Jerusalem.

#### Mission

*To promote understanding between Christians and Jews, build broad support for Israel, and replace our history of discord with a relationship marked by dialogue, respect, and cooperation.*

#### Key Info

*\$130 million annual revenue*

*100 staff*

Visit IFCJ: [www.ifcj.org](http://www.ifcj.org)



As an organization, *The Fellowship* is committed to teamwork and communication, and considers its employees and supporters its most valuable resource. The staff strives to continually make *The Fellowship* a nonprofit leader and increase the organization's effectiveness in the lives of people who benefit from its programs.

*The Fellowship* is guided by a set of core values to which all staff adhere. These values include remembering that they are there to serve, working with integrity and working creatively.

After nearly 40 years as the head of *The Fellowship*, Rabbi Eckstein has announced that he will step down in 2022. The current Global Executive Vice President, Yael Eckstein, is slated to become *The Fellowship's* next President. Yael has served *The Fellowship* since 2005 and oversees all ministry programs. She also serves as *The Fellowship's* international spokesperson.

The current Global Chief Operating Officer, George Mamo, has announced that he will retire from *The Fellowship* in 2021. To facilitate an effective transition of leadership, the International Fellowship of Christians and Jews is seeking its next Chief Operating Officer.

## THE CHIEF OPERATING OFFICER

The Chief Operating Officer is initially responsible for the administrative aspects of the U.S. office and will directly oversee all Finance, Operations, and Human Resources. Because of *The Fellowship's* organizational structure, the COO will also collaborate with the Vice President of Technology, Vice President of Integrated Fundraising, and the Vice President of Major Gifts and Planned Giving to implement *The Fellowship's* commitment to its ministries. Reporting to the Global Chief Operating Officer, the COO's responsibilities will increase to include Legal, Technology, and Analytics.

As Yael Eckstein transitions to President, it is expected that the COO's role will expand to being involved with public facing areas such as Fundraising, Major Gifts, Marketing, and International.



*The Fellowship* has four locations: Chicago, Toronto, Seoul, and Jerusalem. The Jerusalem office focuses primarily on programming, service delivery and ministry. All other offices support *The Fellowship's* work through fundraising and programmatic support. The COO will initially have geographic oversight of the American operation; over time, that will expand to include integration with Toronto, Seoul, and other international affiliates as they come aboard.

## MAJOR OBJECTIVES

The Chief Operating Officer will achieve these core objectives within the first 12 to 18 months:

- Establish a strong working partnership with Rabbi Eckstein and Yael Eckstein, serving as a liaison between them and the Chicago staff.
- Gain a thorough understanding of the complexity of operations and programs across *The Fellowship* and earn the confidence of staff through demonstrated and credible leadership.
- Work to stabilize leadership at the Vice President level across the organization by effectively recruiting, onboarding and supporting talented staff.
- Work closely with George Mamo, GCOO, to effectively transition all U.S. operations responsibility, including leadership of the Finance, Operations, Human Resources, Analytics and Legal teams in the Chicago office.
- Help to implement the plan to reach more people through effective church relations and seminary outreach.

## RESPONSIBILITIES

Primary areas of responsibility for the Chief Operating Officer are as follows:

### DEPARTMENT OVERSIGHT AND MANAGEMENT

- Directly oversee department structures, practices, and processes for Finance, Human Resources, and Operations divisions, including legal compliance, donor services and office management.
- Hire, train, lead and oversee outstanding department heads and maintain a cohesive and supportive work environment.
- Continually assess and refine day-to-day operational methods and practices; identify ways for the U.S. and Israel teams to use similar tools and processes and continue to collaborate effectively.
- Collaborate with the Global COO (GCOO) on day-to-day management, integration and reporting of the overall organization.
- Develop relationships with Vice Presidents and Directors to facilitate future leadership and collaboration.



### ORGANIZATIONAL LEADERSHIP AND IMPLEMENTATION

- Attend and contribute to public-facing departments as part of monthly and quarterly strategic planning processes.
- Make recommendations and assess organization-wide initiatives and directions.
- Work closely with the GCOO to consider and implement Leadership- and Director-level coaching for measurable and trackable improvement across all departments.

### EXECUTIVE TEAM CONTRIBUTION, BOARD SUPPORT, AND NEW INITIATIVES

- Participate and contribute to Executive Team discussions around initiatives, challenges, and solutions regarding direction of the organization's and the team's ability to reach specific goals.
- Serve as the liaison to the Board of Directors, including preparing board communications.
- Participate in Leadership Council meetings among U.S. Vice Presidents and Country Directors.
- Continue to evolve in responsibilities with the intent of assuming the GCOO role in the near future.

## QUALIFICATIONS

The Chief Operating Officer will bring the following qualifications to the role:

- Proven ability to translate vision to operating reality.
- Passion for *The Fellowship's* mission and work.
- Bachelor's degree or equivalent experience required, preferably in the disciplines of nonprofit management,

business management, or finance. CPA and/or MBA would be an advantage.

- Minimum 15 years of progressive management, specifically in operations.
- Experience with multiple distributed multi-national, donor-financed charities.
- Extensive, first-hand experience with IRS (or international equivalent) audits and reporting.
- Proven leadership roles in both business and charitable aspects of nonprofit work.
- Methodical, process-driven achiever; goal-driven and able to translate goals across teams.
- Proven team leader with an extremely high commitment to accuracy and follow-through.
- Strong commitment to timelines and deadlines.
- Vibrant, inspiring, and charismatic leader.
- Extensive exposure to Jewish, Christian, and/or Evangelical traditions.

## APPLICATION

The International Fellowship of Christians and Jews has retained Campbell & Company to conduct this search on their behalf. The team for this project includes Marian Alexander DeBerry and Colleen Rogers. To be considered for this opportunity, please send a letter of interest and resume to:

### **Colleen Rogers**

Consultant, Executive Search

[colleen.rogers@campbellcompany.com](mailto:colleen.rogers@campbellcompany.com)

(312) 896-8906



*The International Fellowship of Christians and Jews is an equal opportunity employer.*

