

VICE PRESIDENT, OPERATIONS POSITION GUIDE

ABOUT INTERNATIONAL FELLOWSHIP OF CHRISTIANS AND JEWS (www.ifcj.org)

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. His vision was that Jews and Christians would 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 the leader in Jewish-Christian relations, building bridges of goodwill that have led to greater understanding and cooperation between members of these two great faiths. They have also 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. Today, *The Fellowship* helps over 1.5 million people annually and focuses on aliyah, the immigration of Jews from the diaspora to the Land of Israel, ensuring security and alleviating poverty.

Notable events for *The Fellowship* include:

- 1983 – Rabbi 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.
- 1997 — *The Fellowship's* Isaiah 58 program is created to provide food, clothing, medical help and other lifesaving aid for orphans and elderly Jews in the former Soviet Union.
- 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 named one of the "Top 50 Best Nonprofits to Work For" by *The Non-Profit Times*.
- 2017 – *The Fellowship* breaks ground for Beit Yedidut, Fellowship House, in Jerusalem.
- 2019 – Rabbi Yechiel Eckstein passed away doing the work that he loved and was called to do. With his passing, his daughter, Yael Eckstein, assumed the Presidency of *The Fellowship* with the same passion for the mission as her father.

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 U.S. staff

68 Israel staff

Visit IFCJ: www.ifcj.org



As part of a long-planned transition, Rabbi Eckstein had been mentoring Yael to take on leadership of *The Fellowship*, publicly representing the organization alongside her father and working closely with donors and recipients of the aid provided. Yael has been with *The Fellowship* since 2005, serving in roles that included oversight of ministry programs; she has also been an international spokesperson. Headquartered in Chicago, the U.S. office of IFCJ is led by George Mamo, CEO, who has served *The Fellowship* as a global operations leader for nearly 20 years.

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 VICE PRESIDENT, OPERATIONS

The Vice President, Operations is 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 VP will also collaborate with the Vice President of Technology, Vice President of New Initiatives, Vice President of Integrated Fundraising and Brand Marketing, and the Vice President of Major Gifts and Planned Giving to implement *The Fellowship's* commitment to its ministries.

The Fellowship has four locations: Chicago, Toronto, Seoul, and Jerusalem. The Jerusalem office focuses primarily on programs, service delivery, and ministry. All other offices focus on fundraising and program support along with bridge building efforts between Christians and Jews through education and outreach.



The Vice President, Operations will be based in the Chicago office, and report to the CEO. S/he will have management responsibility for a team of 40, including three direct reports: the Director of Human Resources, the Director of Operations, and the Controller. This person will serve as a member of the U.S. senior leadership team.

MAJOR OBJECTIVES

The Vice President, Operations will achieve these core objectives within the first 12 to 18 months:

- Establish a strong working partnership with the CEO and other Vice Presidents across the organization.
- 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 closely with the CEO to effectively transition all U.S. operations responsibility, including leadership of the U.S. Finance, Operations, and Human Resources teams.
- Serve as part of the workgroup with the external consultants who are conducting an organizational assessment of *The Fellowship's* operating model across the entire organization.
- Implement measures to achieve ranking on *The NonProfit Times* "Best Nonprofits to Work For."

RESPONSIBILITIES

Primary areas of responsibility for the Vice President, Operations are as follows:

DEPARTMENT OVERSIGHT AND MANAGEMENT

- Directly oversee department structures, practices, and processes for Finance, Human Resources, and Operations, including operational and employment legal compliance, donor services and office management.
- Continually assess and refine day-to-day operational methods and practices; identify ways for the U.S., Canadian and Israel teams to use similar tools and processes and continue to collaborate effectively.
- Collaborate with Vice Presidents to facilitate coordinated operations across the organization.
- Serve as an exemplary leader and mentor to the teams; build a cohesive operations division.
- Provide opportunities for the ongoing growth and professional development of directors and junior level staff.



ORGANIZATIONAL LEADERSHIP AND IMPLEMENTATION

- Actively participate and contribute to the organization's strategic planning processes as part of the Executive Team.
- Assess organization-wide initiatives and direction. Offer sound solutions that will move the organization forward.
- Work closely with the CEO to consider and implement leadership and director-level coaching for measurable and trackable improvement across all departments.
- Implement IFCJ's strategic plan and multi-year budget processes.

QUALIFICATIONS

The Vice President, Operations will bring the following qualifications to the role:

- Commitment to the mission of *The Fellowship*.
- 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 of 15 years of progressive leadership experience with proven success, specifically in operations, human resources, and finance in the nonprofit arena.
- Experience with international, donor-financed charities.
- Extensive, first-hand experience with IRS (or international equivalent) audits and reporting of budgets \$75 million

and above. Experience with filing requirements of 990s and state registrations, or experience in a highly regulated field with state and federal regulatory requirements.

- Excellent analytical skills. Extremely high commitment to accuracy and follow-through.
- Methodical, process-driven achiever; goal-driven and able to translate goals across teams.
- Proven team leader with excellent interpersonal skills. Advocate for a diverse organization.
- Strong commitment to timelines and deadlines.
- Vibrant, inspiring, and charismatic leader with the ability to champion high levels of service from everyone.
- Strong oral and written communication skills.
- Exposure to Jewish, Christian, and/or Evangelical traditions.

APPLICATION

International Fellowship of Christians and Jews has retained Campbell & Company to conduct this search on their behalf. The team for this project includes Marian 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

(312) 896-8906



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

