



# ZIONESS



## ZIONESS OPERATIONS MANAGER

**Location:** Flexible

**Time Commitment:** Full-Time

**How To Apply:** Please send a cover letter and resume to [apply@zioness.org](mailto:apply@zioness.org)

Zioness is committed to building an organization that is representative of our community's beautiful diversity. We welcome all applicants who share our mission and vision, and strongly encourage applicants from marginalized and underrepresented communities.

**Compensation:** \$40,000 to \$55,000

**Overview:** The Operations Manager will work to ensure Zioness is able to achieve its mission by supporting the execution of the organization's internal processes and external programming.

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### GENERAL EXPECTATIONS AND QUALIFICATIONS:

- The Candidate has a deep passion for progressive issues and for Zionism, and is deeply motivated to engage in support of both causes.
- The Candidate is a self-starter, capable of producing with minimal oversight.
- The Candidate understands they're part of a "start-up" organization. As such, they should expect an all-hands-on-deck approach and that they may be asked to tackle items that aren't specifically outlined in their job scope. All members of Zioness staff commit to being a team player who will fill in gaps as needed.
- The Candidate is well organized, detail-oriented, and professional.
- The Candidate is capable of performing at a high level in a fast-paced environment.
- The Candidate commits to embodying the values of Zioness in public and private, during work hours and non-work hours, and commits to positively representing the organization at all times.
- The Candidate thrives in behind the scenes roles that enable the organization to succeed
- The Candidate has two plus years professional experience and/or is a highly qualified recent graduate and/or has relevant life experiences for the job scope.



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### JOB SCOPE:

- Fully support all efforts to execute The Organization’s strategic plan, as assigned.
- Provide administrative and operational support for the Executive Director in pursuit of the Organization’s mission, vision, and strategic plan as approved by the Board of Directors.
  - Support efforts to raise funds with a focus on maintaining regular and assigned donor follow up, reporting, and preparing information for grant requests as assigned.
  - Maintain the Organization’s database of donors and activists.
  - Coordinate with external vendors on specific projects as assigned.
  - Coordinate promotions and operations for public programming.
  - Manage the organization’s quarterly operations plan as assigned and maintain all appropriate internal trackers.
- Provide administrative and operational support for the Grassroots Organizing Director in the implementation of the Organization’s distributed organizing strategy with localized groups across the country including
  - Coordinate promotions and operations for community events, training, and direct actions.
  - Ensure follow up occurs after our programming including post-programming surveys.
  - Help implement and execute events as necessary and assigned.
- Provide administrative and operational support for the National Partnerships Director
  - Support and coordinate partner outreach as necessary.
  - Ensure follow up based on partner needs as necessary.
  - Help implement and execute partnership based programming as necessary.

### ABOUT ZIONESS

#### OUR MISSION:

- Provide a political home for the millions of American Jews who are both progressive and Zionist
- Unify and amplify their voice to combat antisemitism and defend the right of Jewish national self-determination in Israel
- Advance social, racial, economic and gender justice in America.

#### OUR VISION:

A future where American Jews and our allies are valued in the progressive movement without compromising our identity as Zionists; where our community shows up to create a more just and equitable America; and where our allies fully understand and combat antisemitism and commit to protecting the Jewish people—including the right to Jewish national self-determination (Zionism).