

Job Announcement

J Street **Vice President of Finance and Administration** (2-3 days per week in Washington, DC office)

(Posted: December, 2023)

J Street, the pro-Israel, pro-peace, pro-democracy lobbying and advocacy organization, has retained Slesinger Management Services to recruit a seasoned manager and leader to serve as vice president of finance and administration. This is an outstanding opportunity for an individual with superb accounting and finance skills to be part of the senior management team of an important, vibrant organization that in 2024 will have a budget of \$12 million and a staff of about 80.

The Organization

J Street organizes pro-Israel, pro-peace, pro-democracy Americans to promote US policies that embody our deeply held Jewish and democratic values and that help secure the State of Israel as a democratic homeland for the Jewish people. J Street believes that only a negotiated resolution agreed to by Israelis and Palestinians can meet the legitimate needs and national aspirations of both peoples.

J Street's position on the Israel-Hamas war of 2023 reflects its core values: It supports the state and people of Israel and their right to respond to the October 7th terror attack, and believes the Israeli government should do all it can to minimize civilian casualties, maximize humanitarian assistance, and commit to a vision for the day after the conflict that leads to security and independence for both peoples in states of their own.

Working in the American political system, in the Jewish community, and with others with whom it shares core values, J Street advocates for diplomacy-first American leadership, and policies that advance justice, equality, peace, and democracy in Israel, in the wider region, and in the United States as well.

J Street focuses its work in three main areas:

- 1) advocating and demonstrating support for pro-Israel, pro-peace policies in Congress, the media, and the Jewish community;
- 2) endorsing and raising money for federal candidates who share J Street's agenda; and
- 3) educating the public and raising awareness of the Israeli-Palestinian conflict and the two-state solution.

The organization is headquartered in Washington, DC, with five regional hubs around the country as well as an office in Tel Aviv.

In 2024, the budget will be \$12 million, and the staff size about 80. Revenue comes primarily from donations from individuals and foundations, as well as conference fees.

The J Street family of organizations includes:

- 1) J Street, a 501(c)(4) nonprofit that is responsible for lobbying and advocacy;
- 2) J Street Education Fund, a 501(c)(3) that works through community engagement, education, and programming to advance J Street's work;
- 3) JStreetPAC, a federal political action committee that endorses and raises money for federal candidates;
- 4) J Street Action Fund, a 527 Super PAC; and
- 5) JSEF Israel (in Tel Aviv).

The VP of finance and administration will oversee financial management for the four USA-based entities.

For more information about J Street, please go to www.JStreet.org.

The Position and its Principal Responsibilities

Reporting to the senior vice president for operations and staff engagement, the vice president of finance and administration is responsible for ensuring the fiscal health of the organization.

Key responsibilities include:

1. Serving as the senior strategic business partner to the president and board, assessing the financial implications of key opportunities and decisions the organization is considering.
2. Running, and improving when necessary, processes and systems related to key accounting functions to ensure appropriate financial controls are in place for all J Street entities.
3. Producing financial reports that are timely, accurate, and useful for senior management and the board.
4. Leading an organization-wide process to produce an operating budget that reflects the organization's strategic plan, and is integrated with the accounting system.
5. Overseeing payroll for staff located in several states throughout the USA.
6. In coordination with the HR director, oversee benefits administration and facilities. (J Street currently rents office space in Washington, DC; New York City; Chicago; and Boston.)
7. With the chief of staff and SVP of operations and staff engagement, ensuring compliance with and implementation of the collective bargaining unit with staff affiliated with the J Street Workers Union.
8. Serving as a member of the senior management team, which includes the president, chief of staff, senior VP of operations and staff engagement, senior VP of development, and VP of national engagement.

Desired Skills and Characteristics

The ideal VP of director of finance and administration will be:

1. Highly knowledgeable about financial accounting within nonprofit organizations, including the different rules that apply to the four entities under the J Street umbrella, i.e., 501(c)(3), 501(c)(4), and the two political action committees. A degree in accounting is highly desirable. Familiarity with Sage Intacct cloud-based accounting software is helpful.

2. Knowledgeable about benefits administration, especially retirement plans and health insurance (as well as payroll itself – note that staff are currently in eight states throughout the USA.)
3. Capable of taking on a broad-based financial management job that is extremely hands-on, i.e. the director will have only one assistant.
4. A superb communicator, orally and in writing, especially in articulating financial data to colleagues.
5. A person with the confidence and presence to be able to work effectively with board of directors and advisory council members who have significant finance and business experience.
6. Fully supportive of the mission of J Street, and comfortable with its strategies of lobbying and advocacy, providing financial support to candidates, and educating the public.
7. Collegial and open. This person must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative at all levels of the organization.
8. Able to work at least two to three days per week in the main office, near Farragut Square in Washington, DC.

Compensation

The anticipated salary is \$150,000 to \$170,000.

J Street offers a generous benefits package that includes unlimited personal time off, sick leave, generous parental and family leave, paid time off for many federal and Jewish holidays, health and dental insurance, life insurance, a 401k program that includes an employer match, commuter benefits, and a flexible spending account.

To Apply

We hope to receive applications from a broad range of people as J Street grows its organization to better reflect the diversity of the communities that care about its mission.

To apply, please email:

- 1) cover letter that explains why you are interested and qualified, and
- 2) resume

to:

Larry Slesinger, Founder and CEO, Slesinger Management Services

Larry@SlesingerManagement.com

(Please include “J Street” in subject line)

At J Street, we value an inclusive, welcoming, and diverse workplace. We are an equal opportunity employer committed to understanding and valuing each other’s perspectives at all levels of the organization, thereby creating a culture that allows us to better serve our employees, and the communities we work with. All qualified applicants will receive consideration without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state, or federal law. This policy applies to all aspects of one’s employment or fellowship, including hiring, transfer, promotion, compensation, eligibility for benefits, and termination.