

## Job Description

Details			
<b>Job Title</b>	Director of Operations and Event Manager	<b>Revision Date</b>	June 2017
<b>Employment Status</b>	Full Time	<b>FLSA Status</b>	Exempt
<b>Career Level</b>		<b>Manages Others</b>	Yes (part-time workers)
<b>Compensation</b>	\$65-\$80 depending on qualifications and experience. Generous benefits	<b>Travel Requirements</b>	No
<b>Reports to</b>	Executive Director, Reb Jevin Eagle	<b>Direct Reports</b>	Yes (student interns and part-time workers)
<b>Key Interfaces/ Constituencies</b>	All staff, student leaders, campus professionals, partner organizations, individuals and groups inquiring about building space		

First contact for all interested candidates: Ethan Sobel, Assistant Director, [esobel@bu.edu](mailto:esobel@bu.edu)

### Job Description

Manages all aspects of the Foundations operations including, financial management, facility management, human resources, administration and event management. Acts as a liaison, with daily oversight, to Aramark Foodservice for the on-site dining facilities. Supports the day-to-day operations of the Foundation, working with programming, development and Jewish Education staff to assist with financial issues and administrative needs.

Core Skills	Competencies
<b>Financial</b>	<ul style="list-style-type: none"> <li>Assists in the completion of the annual budget</li> <li>Conducts cash projections for Executive Director and Board of Directors</li> <li>Approves monthly bills and check requests for payment</li> <li>Oversees the institutions multiple bank accounts</li> <li>Deposits event funds and grant income into bank accounts</li> <li>Reconciles bank accounts and credit cards monthly</li> <li>Approves Expenses in Expensify</li> <li>Provides Hillel Council of New England with proper documents for bill payments, deposits, and account reconciliations.</li> <li>Invoices Boston University departments and outside groups for building use.</li> <li>Reconciles BU bills and provides all documentation to HCNE.</li> <li>Coordinates with Boston University Alumni for weekly development funds.</li> <li>Inputs income and expenses into Quickbooks.</li> <li>Creates Internal Service Requests (ISRs) and Facilities Services Requests (FSRs) for University Services including BU Dining, BUPD, IS&amp;T, and trade shops.</li> <li>Works with Assistant Director and Director of Development in reviewing the budgets of all programming staff and development staff.</li> <li>Maintain administrative budget.</li> </ul>
<b>Building/Facilities</b>	<ul style="list-style-type: none"> <li>Order monthly custodial supplies</li> <li>Direct cleaners on responsibilities and requests</li> <li>Performs general maintenance within building.</li> <li>Liaise with BU Facilities for building maintenance and upgrades</li> <li>Manage building alarm and swipe card access systems</li> <li>Control building access</li> <li>Manage and conduct building room set ups for events, programming, holidays, etc.</li> <li>Maintain Hillel property to including computers, electronics, religious items, etc.</li> <li>Review insurance policy with BU Hillel leadership</li> </ul>

<b>Event Management</b>	<ul style="list-style-type: none"> <li>· Fields and follows up on event inquiries</li> <li>· Provides walkthroughs of the event space</li> <li>· Books events and provides quotes and contracts to renter</li> <li>· Invoices and deposits all payments</li> <li>· Orchestrates event set ups</li> <li>· Coordinate with internal and external vendors for catering, I.T./Audio Visual, facilities &amp; other event related items.</li> <li>· Collaborates with BU Events and Conferences on event related programs and marketing</li> <li>· Schedules appropriate staffing for events</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>· Work with HCNE in the onboarding of new staff members</li> <li>· Store all necessary documentation</li> <li>· Enroll new staff members into the proper Hillel International, B.U., &amp; financial systems.</li> <li>· Hires non-work study students</li> <li>· Approves student payroll through ADP</li> <li>· Coordinates work study hires with the BU student employment office</li> <li>· Final signature on work-study hour approval</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>· Liaise with BU Dining and the Vaad on food needs for the building including external events, programming, high holidays, Passover, Shabbat and Graduation.</li> <li>· Assist in the monitoring of Kashrut in the building.</li> <li>· Coordinate the logistics of the Sukkah.</li> <li>· Hire police details and/or security when needed.</li> <li>· Work with BU Emergency Management and BUPD regarding the security of the building, emergency readiness and the continuity of operations.</li> <li>· Collaborate with BU departments to improve environmental impact of building usage.</li> </ul>

Requirements	
<b>Experience</b>	<ul style="list-style-type: none"> <li>· Experience in a non-profit and/or educational setting is highly recommended</li> <li>· 1-2 years in event planning/management</li> <li>· Strong knowledge of Microsoft Office Suite and QuickBooks</li> <li>· Ability to adapt in order to work both independently and on a team</li> <li>· Excellent communication skills (verbal and written)</li> <li>· Detail orientated</li> <li>· Basic knowledge of Kashrut standards.</li> <li>· Position requires the ability to move/lift heavy objects (50+ lbs.).</li> </ul>
<b>Education</b>	<ul style="list-style-type: none"> <li>· Bachelor's Degree</li> </ul>



### *About BU Hillel*

With approximately 5,000 Jewish students, Boston University hosts the largest Jewish undergraduate population of all private universities in North America. Located in the heart of Boston, one of our nation's most historic and vibrant cities, BU offers remarkable academic, career development, and extracurricular opportunities for students. The 33,000 square foot Florence and Chafetz Hillel House is located at the epicenter of the Boston University's campus and is one of the most beautiful Hillel facilities in North America. The building houses a kosher dining hall, beautiful spaces for prayer and programming, and comfortable, inviting lounge spaces.

BU Hillel aims to serve all Jewish students, enabling them to make Hillel their own through multiple opportunities. Our Hillel is inclusive, pluralistic, and welcoming to all. Our programs, activities, and events serve as pathways for students to explore their connections to Jewish religion, Israel, history, and peoplehood. We strive to empower participants to examine their own Jewish identities, and to find a meaningful journey within the Jewish tradition.

**Mission:** Inspire, educate, and empower BU students to lead meaningful, joyous Jewish lives.

**Vision:** Every student makes an enduring commitment to ignite their Jewish identity, activate community, and engage the world around them.

### *About Executive Director*

Executive Director, Reb Jevin Eagle, has 25+ years of business experience, including being a partner at consultancy McKinsey & Company, Inc., senior executive at Staples, CEO of DavidsTea and Board Member of publicly traded Carter's, Inc. In addition, Jevin has a life-time of deep involvement in the Hillel movement: He was student President of Hillel at Dartmouth College, Board Chair of Hillel at Harvard, Board Chair of Hillel at Dartmouth, and Board Member of Hillel International. In addition, he served on the Board of Combined Jewish Philanthropies and Solomon Schechter Day School of Greater Boston. Jevin is currently entering his fourth year of rabbinic school at Hebrew College. Jevin has lived in the Boston area for almost all of his adult life. He is married to Dr. Janine R. Eagle who is a pediatric ophthalmologist and they have two daughters: Jaclyn, a junior at Dartmouth College; and Roxy a sophomore at Gann Academy.

Hillel is an equal opportunity employer.