



## Cleveland Hillel Foundation: Business Manager

### **Position Overview**

Cleveland Hillel is seeking a seasoned professional to join our team as our new Business Manager at a critical moment for Jewish life on campus. The Business Manager will oversee all financial operations of the Cleveland Hillel Foundation, ensuring that the organization is fiscally sound and operating in compliance with not-for-profit regulations. The Business Manager will provide strategic financial guidance to the Executive Director and Board of Directors and will work closely with other stakeholders (including lay committees and Hillel senior staff) to ensure the organization's financial goals are met. The organization is fiscally sound, and the Business Manager's role is to maintain and improve its strong funding and disciplined spending.

You will play a pivotal role in advancing Cleveland Hillel's vision by building and strengthening the financial foundation that powers our transformative programs, leadership initiatives, and advocacy efforts.

This is a part-time position, averaging 20 hours per week, with potential flexibility throughout the year (example: allowing for more hours during the academic year and fewer in the summer). This position will involve working at the on-campus building most of the time. Cleveland Hillel Foundation welcomes candidates seeking a mission driven role, who would like the flexibility to work from home on occasion, along with reduced hours. The non-profit organization offers a competitive salary and benefits package.

Cleveland Hillel supports limited remote and hybrid work options, and our organization observes all Jewish and federal holidays.

### **Top Responsibilities for Cleveland Hillel Business Manager**

- Ensuring financial discipline throughout the organization and transparent reporting to the Executive Leadership and the Board, enabling the Executive Director and staff to focus on student-facing programming and engagement.
- Oversee all financial operations, including budgeting, financial reporting, accounting, and cash management.
- Serve as benefits and retirement plans administrator.
- Ensure compliance with all relevant laws and regulations governing non-profit organizations.
- Maintaining and enhancing existing financial policies and procedures to ensure fiscal responsibility and accountability.
- Monitor and analyze financial performance, providing regular reports to the Executive Director, Jewish Federation of Cleveland and Board of Directors.
- Preparing all monthly financial transactions, including deposits, disbursements and proper expense recording of invoices and credit card activity, and payroll entries.
- Manage relationships with external auditors, tax advisors, and other financial professionals.
- Develop and manage the annual budgeting process, working closely with Executive Director and Assistant Director. Tracking monthly results against the budget and working with staff to adjust as results change.
- Ensure proper record-keeping and financial reporting, including the preparation of financial statements and tax filings.
- Provide financial guidance to the Executive Director and Board of Directors, including presenting financial reports and making recommendations for financial strategy.
- Identify opportunities for cost savings and revenue growth.
- Manage the organization's cash flow and investments.
- Work closely with the Development team to develop and implement fundraising strategies.

### **What You've Accomplished**

- Bachelor's degree in accounting. CPA a plus yet not required.
- At least 5 years of experience in financial management, preferably with some not-for-profit experience.
- Demonstrated knowledge of accounting principles, financial reporting, and budgeting.
- Experience working with senior leadership and staff.

- Strong analytical and problem-solving skills.
- Strong knowledge of QuickBooks and comfort with technology to help automate processes.
- Excellent written and verbal communication skills.
- Ability to work collaboratively with others and external partners.
- Knowledge of Jewish culture and values and/or willingness to learn.

## What You'll Receive

- Competitive salary in the nonprofit marketplace. The salary range for this role is \$45,000 - \$52,000 and is commensurate with prior successes and professional experiences.
- Great professional development, mentoring, and skill building opportunities.
- Flexible work hours (including a lighter summer schedule) / hybrid work arrangement.
- Possible regional travel opportunities.
- Be a part of a positive, team-oriented work environment surrounded by exceptional students, staff, and Board members.
- There is an opportunity for growth in this position and compensation based on performance.

## Summary of Benefits

Cleveland Hillel Foundation's part-time employees are eligible for prorated benefits.

- 20 days of vacation and 15 sick days each year, which will also be pro-rated for your first year of employment (pro-rated based on hours scheduled).
- Group Term Life Insurance and Long-Term Disability Insurance. Life and Disability Insurance is available automatically after 1,000 hours worked and one year of service.
  - Entry date for these insurances is the next July 1 or January 1 after the service requirement is satisfied.
- You will have the option to enroll in our 403B Plan. Hillel provides a 2.5 times match of your contribution to the 403B Plan up to a maximum Hillel match of 5% (with a 2% employee match).
  - You are eligible for the Hillel 403B match after 1,000 hours worked and one year of service with the same Plan entry dates as noted in the paragraph above. The service requirement for the 403B Plan match is waived when prior service is documented by a 501 (c) (3) non-profit or government agency. The acceptable format for the prior service letter will be provided upon request.

**These are our current benefits and are subject to change.**

## About Cleveland Hillel:

Cleveland Hillel is on the front lines of shaping vibrant Jewish life on 11 campuses throughout northeast Ohio, standing up against the rising tide of antisemitism impacting students across the country. Rooted in our mission to cultivate innovative, inclusive, and entrepreneurial communities on all our campuses to actively build meaningful Jewish experiences and enhance Jewish pride for young adults throughout their entire college journey, we are guided by our core values of inclusivity, Jewish learning, community-building, and leadership development. Our work is more critical than ever, and our commitment to creating safe, proud, and empowered Jewish spaces on campus for over 2,000 Jewish college students is unwavering. Hillel offers students the means to explore and celebrate their Jewish identity in a dynamic and welcoming environment. Each year, Hillel connects students to their community, their peers, and their heritage through an array of social, cultural and community service programs. The momentum is here, and we want to continue our trajectory.

Cleveland Hillel is proudly affiliated with **Hillel International**. Since 1923, Hillel International has enriched the lives of Jewish students so they may enrich the Jewish people and the world and envisions a world where every student is inspired to make an enduring commitment to Jewish life, learning and Israel. Today, Hillel International continues to enrich the lives of Jewish students and is the largest Jewish campus organization in the world at more than 550 colleges and universities across North America and around the world.

INTERESTED CANDIDATES CAN SEND IN A COVER LETTER AND RÉSUMÉ TO JARED ISAACSON AT  
[JISAACSON@CLEVELANDHILLEL.ORG](mailto:JISAACSON@CLEVELANDHILLEL.ORG)