



DIRECTOR OF FINANCE AND ADMINISTRATION

Location: Needham, Massachusetts (Hybrid)

Background and Mission

ImpactIsrael is the central financial driver of an ambitious endeavor to improve the lives of at-risk youth in Israel. As the North American philanthropic partner of Yemin Orde Youth Village and Village Way Educational Initiatives (VWEI), ImpactIsrael's mission is to transform immigrant and at-risk youth into productive members of Israeli society through value-driven education and support. Additional information about ImpactIsrael can be found at www.impact-israel.org.

Opportunity for Impact

ImpactIsrael seeks a highly motivated and detail-oriented Director of Finance and Administration to oversee its financial, operational, and human resources infrastructure for its eight-person, multi-million dollar organization. This role is critical to ensuring organizational stability and performance by managing financial systems, human resources, compliance, and internal operations. The ideal candidate is an experienced professional who is both strategic and hands-on, thrives in a fast-paced environment, and can juggle diverse responsibilities with precision.

The Director of Finance and Administration will join ImpactIsrael at an exciting moment of transition and growth and will play a crucial role with an exceptionally invested and generous community of donors and staff.

The Director of Finance and Administration will report to the CEO and will work closely with the Chief Operating and Development Officer.

KEY RESPONSIBILITIES

I. Financial Functions

Daily/Regularly

- Ensure accurate and timely entry of all contributions (checks, credit cards, and stock gifts) into Salesforce.
- Lead the timely generation of pledge reminders, donor invoices, acknowledgment letters, and tribute cards.
- Deposit checks and reconcile all donations with Salesforce, bank, and QuickBooks.
- Monitor and manage bank accounts (including internal restricted account tracking and investment accounts) and perform reconciliations.
- Pay bills and vendors and manage the expense reporting process.
- In consultation with the Finance and Investment Committee Chair, coordinate currency purchases and transfers (e.g., shekels) with banks.
- Manage QuickBooks entries and chart of accounts.

Monthly

- Conduct monthly financial close, including posting journal entries and reconciling Salesforce and QuickBooks.
- Analyze and present budget performance, cash collection, and fundraising results to CEO, Treasurer, Board Chair and relevant committees as needed.
- Communicate with Israeli beneficiaries' CFOs to reconcile, pay, and track monthly disbursements.

Quarterly

- Prepare full financial reporting packages (balance sheet, income statement, cash flow, investment performance) with variance explanations for the CEO, Treasurer, and Board Chair.

- Generate billing for outstanding donor pledges.
- Attend Finance & Investment, Audit, and HR Committee meetings and Board meetings.

Annually

- Lead the external audit process and prepare supporting documentation for Form 990 filings.
- Oversee the annual budgeting process; monitor and report on performance throughout the year.
- Review Israeli partner budgets and incorporate them into campaign planning.
- Review and update financial policies and procedures.
- Track key compliance filings, including annual charity registrations and state filings.

II. Human Resources Functions

Recruitment & Onboarding

- Manage job postings, candidate outreach, interviews, and background checks.
- Oversee onboarding, employment forms, scheduling, and tech setup with IT consultant.

Payroll, Compensation & Benefits

- Administer payroll, tax filings, reimbursements, and FTO tracking.
- Maintain compensation records and oversee salary adjustments.
- Manage health, retirement, and other employee benefits.
- Liaise with benefits brokers and oversee open enrollment process.

Performance & Development

- Coordinate performance reviews and support goal setting.
- Assist managers with development plans and improvement processes.
- Identify training needs and organize compliance and skill-based workshops.

HR Operations & Risk Management

- Maintain the employee handbook and ensure policy awareness and compliance.
- Manage HR systems and coordinate with IT consultant and vendors.
- Oversee office operations, equipment, supplies, and inventory.
- Support leadership on employee relations and legal risk management.

III. Operational Functions

Administrative & Executive Support

- Ensure smooth day-to-day office operations, including call management, supplies, and tech coordination with our IT consultant.
- Provide executive support to the CEO and Board Committees by managing schedules, travel, materials, and briefing documents.
- Orchestrate Board meeting logistics and prepare comprehensive presentation packets to support high-level governance.

Development Operations & Events

- Lead logistical coordination for donor and staff events, including RSVP tracking, payments, and stewardship materials with special attention to high-touch experiences like Missions to Israel.
- Serve as the point of contact for vendors and manage all aspects of event execution from catering to on-site logistics.

QUALIFICATIONS

- Bachelor's degree in accounting, finance, business administration, or a related field (CPA or advanced degree a plus)
- Minimum of 7-10 years of relevant professional experience, ideally in a nonprofit environment with multi-million-dollar budgets
- Demonstrated experience in financial management, budgeting, and reporting (nonprofit accounting preferred)
- Prior oversight of annual audits, 990 preparation, and multi-state charitable compliance filings
- Experience with human resources administration, including payroll, benefits, and compliance
- Proficient in QuickBooks and Microsoft Excel

- Familiarity with Salesforce (or other CRMs) and ability to reconcile across systems
- Comfortable managing technology and working with multiple platforms
- Impeccable attention to detail and accuracy; strong analytical and problem-solving skills
- Proven ability to work independently, manage competing priorities, and meet deadlines
- Strong interpersonal and communication skills; able to present information efficiently and cogently
- High level of integrity, discretion, and professionalism in managing confidential information

ImpactIsrael offers a competitive and comprehensive benefits package including medical, dental, and vision coverage, a retirement plan with employer match, a mobile phone stipend, paid U.S. and Jewish holidays, 16 weeks of paid parental leave, unlimited flexible time off and other generous benefits.

To apply please submit a cover letter and resume to team@impact-israel.org.