

## Job Announcement

### **J Street** **Director of Finance and Administration** (Washington, DC)

(Posted: June, 2009)

J Street, the new pro-Israel, pro-peace lobbying and advocacy organization, has retained Slesinger Management Services to recruit a seasoned manager and leader to serve as its first director of finance and administration. This is an outstanding opportunity for an individual to be part of the senior management team of a young, fast-growing nonprofit organization that currently has a budget of \$3 million and a staff of 18.

Applications will be accepted until this search is completed. To see if the search is still active, please see [www.SlesingerManagement.com](http://www.SlesingerManagement.com).

#### **The Organization**

J Street is the political arm of the pro-Israel, pro-peace movement. It was founded a little over one year ago to promote meaningful American leadership to end the Arab-Israeli and Palestinian-Israel conflicts peacefully and diplomatically. The organization supports a new direction for American policy in the Middle East and a broad public and policy debate about the U.S. role in the region.

J Street represents Americans, primarily but not exclusively Jewish, who support Israel and its desire for security as the Jewish homeland, as well as the right of the Palestinians to a sovereign state of their own - two states living side-by-side in peace and security. J Street believes that ending the Israeli-Palestinian conflict is in the best interests of Israel, the United States, the Palestinians, and the region as a whole.

J Street comprises three legally separate organizations: J Street itself, a 501(c)(4) lobbying and advocacy organization; J Street PAC, a nonpartisan political action committee; and the J Street Education Fund, a 501(c)(3). The organizations share staff; the new director of finance and administration will work for all three entities.

J Street's founder and executive director is Jeremy Ben-Ami, who previously was senior vice president at Fenton Communications, a public interest communications firm; policy director for Howard Dean's 2004 presidential campaign; director of communications for the New Israel Fund; and deputy domestic policy advisor at the White House during the Clinton Administration

For more information about J Street, please go to [www.JStreet.org](http://www.JStreet.org).

#### **The Position and its Principal Responsibilities**

Reporting directly to the executive director, the director of finance and administration's overriding responsibility is to create and run systems in finance, human resources, information technology, and office administration that will support the three organizations, each of which operates under its own

set of rules and regulations related to U.S. laws governing nonprofit organizations. This is a new position, created in response to J Street's rapid growth since beginning operations in April, 2008.

Key responsibilities include:

1. Creating and running processes and systems related to key accounting functions to ensure appropriate financial controls are in place for all three, separate entities.
2. Producing financial reports that are timely, accurate, and useful for senior management, the board of directors, donors, and government regulatory agencies (such as the Federal Election Commission). Many of these reports will deal with the use of restricted funds that need to be tracked with a high degree of precision.
3. Leading an organization-wide process to produce an operating budget that reflects the organization's strategic plan, and is integrated with the accounting system.
4. Creating and running processes and systems related to human resources, including benefits administration and personnel policies.
5. Overseeing office administration, including the use of information technology and office space (J Street currently sub-leases office space near Farragut Square).
6. Serving as a member of the senior executive team, which includes the executive director, the chief of staff, the director of government affairs, the political director, and the campaigns director.

### **Desired Skills and Characteristics**

The ideal director of finance and administration will be:

1. Familiar with start-up organizations and the challenges they face in establishing appropriate financial and administrative systems. The \$3 million budget for 2009 is double the 2008, first-year budget. Further growth is anticipated.
2. Highly knowledgeable about financial accounting within nonprofit organizations that generate revenue from multiple sources, including restricted monies that need to be tracked carefully for government compliance and other purposes.
3. Knowledgeable about best practices in human resources management for mission-driven organizations.
4. Knowledgeable about effective information technology and office management for an 18-person, tech-savvy organization.
5. Capable of taking on a broad-based job that is extremely hands-on, i.e. the director will not have any staff working for him or her except possibly a part-time assistant. (Over time this could change if the organization's rapid growth continues.)
6. A superb communicator, orally and in writing, especially in articulating financial data and administrative procedures to colleagues.
7. 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.
8. 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.
9. Collegial and open. The director of finance and administration must have a personality and work style that ensures that the internal atmosphere will remain open and collaborative at all levels of the organization.

## **Compensation**

Salary will be commensurate with experience and qualifications. J Street offers a generous benefits package.

## **To Apply**

Please **e-mail**: 1) cover letter that explains why you are interested and qualified, 2) resume, and 3) three-year salary history (which will be held in strict confidence) to:

Larry H. Slesinger, Founder and CEO

Slesinger Management Services

Tel.: 301-320-0680

E-mail: [Larry@SlesingerManagement.com](mailto:Larry@SlesingerManagement.com)

(please include "J Street" in subject line; attached files  
in Microsoft Word or PDF only)

*J Street is an Equal Opportunity Employer.*