

Immediate Job Opening, Aish of the Rockies
Associate Manager of Operations and Marketing

Job Posting Published: March 5, 2021

Reports to Supervisor: Director of Donor Engagement (previously Chief Operating Officer)

Description: The Associate Manager of Operations and Marketing is the fulltime exempt employee of Aish of the Rockies that skillfully manages the day-to-day business operations as well as the full scope of communications, including email, social media, bulletins, press articles, newsletter, and event publications.

Responsibilities:

Daily Management & Operations – include but are not limited to:

1. Manages the facilities to the professional standard of care by monitoring and evaluating daily needs and issues that arise and by implementing timely and effective solutions by delegating work to vendors, staff, and volunteers as appropriate. Aish of the Rockies maintains three properties as of March 2021.
2. Accountable for the day-to-day financial operational oversight of bookkeeping activities including bank accounts, accounts payable, accounts receivable, and donor communications.
3. Responds to and resolves operational ongoing needs, one-time issues, and emergencies.
4. Manages staff outcomes and deliverables, sets timelines for outcomes, and supervise workflow.
5. Responsible for day-to-day HR-related issues including, but not limited to, staff management, weekly or biweekly meetings with employees as assigned, maintaining, and updating HR employee files, benefits communications, Paid-Time-Off resolutions, payment, and company HR policy matters.
6. Manages up by escalating, reporting, and documenting issues that present larger implications for the organization related to strategy, employee retention, violations of policy, donor interactions and other matters deemed “red-flag” issues.
7. Produces timely and effective communications for Supervisor, Leadership and Board, as requested.

Marketing & Communications – included but are not limited to:

1. Raises the level of publicity, awareness, and promotion of Aish of the Rockies across all possible channels, especially social media, and press.
2. Directly develops, manages, and implements all social media channels and their related effective strategies to the highest possible professional standard.
3. Gets trained and provides training sessions for staff and volunteers on best practices and operations of social media channels. Develops shorthand manuals for organizational media management.
4. Expands and cultivates all worthwhile avenues to market and disseminates organizational image and content, as advised, and consulted by senior staff and volunteers.
5. Oversees the development of content, presentation, publication, and disbursement of emails, press releases, articles, newsletters, and bulletins, as assigned.
6. Ensures timely and effective communication to the Aish of the Rockies community, vendors, donors, and other stakeholders. Collaborates with senior and administrative staff to get the job done in a cost effective and professional manner.

Required Qualifications:

1. Bachelor’s degree or equivalent higher education with a 3.0+ GPA
2. English fluency, excellent written, verbal and presentation communication skills
3. Understanding of Jewish life, Jewish communal and outreach work, and a basic knowledge of Aish of the Rockies organizational mission.
4. Quick learner, eager to learn and grow professionally. Open and willing to be trained.
5. Minimum two years of consistent work experience in a professional environment with demonstrated success in managing finances, collaborative work, and logistics coordination.
6. Minimum of one year of staff management experience.
7. Minimum of one year of event logistics experience.

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8. General working knowledge of facility systems and maintenance operations.
9. Technical Skills:
 - a) Demonstrated proficiency of social media channels including and not limited to Facebook, Instagram, Twitter, YouTube, and other emerging channels.
 - b) Demonstrated proficiency of Microsoft Suite (Word, Excel, PowerPoint)
 - c) Working knowledge of Google Suite (Docs, Forms, Sheets, Drive)
 - d) Experience with Database Applications
10. Demonstrated desire and motivation to deliver on the mission of the organization.
11. Care and concern to represent Aish of the Rockies in the highest standard.
12. Professional presence and style.

To Apply: Please email a cover letter, resume, and references to Zev Jacobs at zjacobs@aishrockies.org. This job posting is current until the position is filled.

Aish of the Rockies is a Jewish non-profit 501c3 organization and a member of the Aish HaTorah Global network of Jewish education and community outreach institutions, numbering more than twenty worldwide. We are the largest Aish Center outside of Jerusalem, with a menu of programs and a cadre of experts. Founded and led by Rabbi Yaakov and Chaya Meyer, we've served thousands over the past twenty-five years and are committed to a vibrant Jewish outreach future in Colorado and beyond.

*The Aish HaTorah mission is to empower every Jew to discover the unlimited potential through Torah wisdom in an inspiring, relevant, and welcoming way, encouraging every Jew to fulfill his or her personal destiny. As a part of Aish HaTorah, we seek to build a warm-hearted community. We aim to inspire community partnership and promote the understanding that it is our personal responsibility to make a difference to the Jewish people so that every Jew can experience the joy of Jewish living. We provide opportunities to learn the Wisdom of the Jewish people, the Torah, and to grow by applying this Wisdom to become better Jews in our behavior and character. - **More at AishRockies.org***