

# ONETABLE // Development Operations Manager

## **About OneTable:**

At OneTable, we support people to end their week with intention. As an online and in person community, we help people in their 20s and 30s find, enjoy and share Shabbat dinners, explore Judaism and Jewish practice, and make the most of Friday night. As we expand and evolve in cities across the country, we are looking for strong team members to help us grow our community. For more information: [onetable.org](http://onetable.org).

## **Job Description:**

The Development Operations Manager is an essential, full-time position. Working closely with the Director of Development, this person will be responsible for the creation, maintenance and assessment of all development operations and systems. Furthermore, this person will manage the overall development planning process inclusive of all fundraising strategies, tactics and development support structures (data management and marketing).

## **Essential Functions:**

OneTable currently has a \$5.2M budget and is growing rapidly. We need someone to provide internal project management support our fundraising/development team - basically, be the back-office while the rest of the team is in the field soliciting. What does this mean? This position will:

- Assess, design and implement overall development operations and systems strategy for OneTable. This includes, but is not limited to:
  - Development planning with strategies and tactics for each discrete fundraising activity (both national and at the local level); responsible for overall development activity calendar
  - Donor acknowledgment, recognition and stewardship
  - Funder research including donor profile development and dossier preparation for OneTable leadership and staff
  - Overall donor (current and potential) pipeline and portfolio management, tracking and review process
  - Data systems integration and management pertaining to development
  - Internal reporting measuring fundraising pace and progress towards goals for each discrete section of the overall development plan
  - External reporting for funders, the OneTable Board, and OneTable Advisors for each discrete section of the overall development plan
- Develop tracking system for new major donor prospects in concert with Director of Development

- Collaborate with Communications and Marketing team to execute donor participation strategies focusing on increasing donor participation among users and other donors under \$1,000
- Work in concert with Field Managers and OneTable leadership to develop donor participation strategies for local Hubs
- Conduct funder capacity assessment for new OneTable Hub communities

### **Education and Experience Required:**

This position requires a talented, creative professional with demonstrated success in development operations, logistics, management and planning. The ability to work independently and creatively is an absolute must. The ideal candidate is kind, highly organized, detail-oriented, calm under pressure, confident and collaborative, and thrives in a fluid, fast-paced and entrepreneurial environment. Requires a Bachelor's Degree.

### **Key Attributes:**

- Attention to detail and strong execution skills.
- Well-organized multi-tasker — who doesn't stress out at the drop of a hat. OneTable is fast-paced — no, seriously, we mean it.
- Comfortable with CRMs (ideally Salesforce) and how to use them most effectively to mine for data, create and run reports, and impact organizational growth
- Entrepreneurial spirit, defined as attitude and approach to thinking that actively seeks out change, rather than waiting to adapt to change. It's a mindset that embraces critical questioning, innovation, service and continuous improvement
- Self-driven and determined to reach goals. You will need to be ambitious, not settle and can think creatively on the spot
- Able to deal with uncertainty — we mean this one, too
- Ability to work in a virtual environment
- Ability to set priorities, work independently, multi-task with regular interruptions, problem solve, maintain confidentiality and coordinate projects successfully
- You'd rather get things done than complain. You understand the importance of proposing solutions for any obstacle in your way.

**Compensation Package:** Salary range is based on experience. OneTable offers a comprehensive benefits package including Paid Time Off, all major Jewish holidays off, 403B (with 5% match at 1 year), Health and Dental insurance, Flexible Spending Account, Commuter, Short and Long-term disability, life insurance, pet insurance, professional development opportunities (our annual retreats are awesome!), flexibility (within reason), endless free coffee and spa water, access to free stuff at WeWork (free breakfast served every Monday!) and a job you love (which is priceless).

**Location:** OneTable Hubs preferred: New York City, San Francisco, LA, Denver, Chicago, DC, Atlanta, or Boston

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**To Apply:**

[Click](http://www.onetable.org/careers-apply) to fill out our online application: [www.onetable.org/careers-apply](http://www.onetable.org/careers-apply)

Questions? Email [careers@onetable.org](mailto:careers@onetable.org)

**Equal Opportunity Employer:**

OneTable provides equal opportunity to all people regardless of race, color, ethnicity, religion, national origin, sex, gender (including pregnancy), sexual orientation, gender identity and expression, body configuration, age, disability, marital status, height, weight, or political belief. This policy applies to all employees and applicants for employment.