

Associate Director of Operations

***** We are no longer accepting applications for this position *****

How You Will Make a Difference: Working alongside the VP Sustainability & Operations and the GFI Israel Leadership Team, you will facilitate effective planning, implement streamlined systems, and establish processes that foster cross-functional collaboration and learning across the team, ensuring maximum mission impact. You will manage the day-to-day operations of the organization, ensure the effectiveness of our growing team through organizational development, and ensure the administrative, financial, and operational functions of the organization are well-defined and executed.

The Associate Director of Operations will be responsible for:

- **Operational excellence:** Analyze and work to improve the effectiveness of our operations and resources. Create and implement GFI Israel's operational policies and procedures.
- **Administration:** Develop, implement, and evaluate administrative systems and procedures to further effective collaboration and efficiency across the organization. Manage our remote workspaces, required equipment, and support for the virtual office.
- **Finance and payroll:** Lead GFI Israel's annual and cycle-based budget forecasting and monitoring processes. Establish strong finance oversight practices, internal knowledge management practices, and control systems. Manage vendors in areas of finance, bookkeeping, legal counsel, and insurance and work with our external accountants to provide required financial reports to GFI's global finance department.
- **Evaluation and Learning:** Ensuring the development of a consistent approach to after-action reviews, internal impact evaluation, internal and external reportbacks, knowledge sharing, and dissemination of best practices.
- **Internal systems:** Define and manage internal processes such as Asana, Salesforce, Google Drive, etc. Oversee IT tasks and systems and all other operations-related work. Support team members as application "superuser" and be the main interface to the global organization.

The Associate Director of Operations must have:

- Bachelor's degree from an accredited college or university. Master's degree preferred.
- Minimum of 4 years related experience in operations and finance, with some nonprofit finance, budget and vendor management experience preferred.
- High proficiency in Microsoft (Word, Powerpoint, Excel), Google (Drive, Sheets, Forms, Docs), Salesforce, and other remote work tools (Asana, Zoom).
- Excellent written and verbal communication skills in both English and Hebrew.
- Strong attention to detail and exceptional organization and efficiency.
- Self-motivation with the ability to work well under pressure, manage multiple projects simultaneously, and meet deadlines, and the willingness to take initiative to fill gaps and meet needs.
- A friendly and positive, customer service-oriented personality.
- Comfort working remotely and in a rapidly growing and evolving organization.
- Strong support for GFI's philosophy and ability to professionally advocate for GFI's positions. Demonstrated interest in plant-based or other alternative proteins, public

health, environmentalism, climate change, or
animal protection.

Terms of Employment: Full-time

Reports to: VP Sustainability & Operations

Location: Hybrid, 2 days a week in Tel Aviv

Research indicates that men tend to apply for jobs when they meet just 60% of the criteria, while women and other marginalized groups only apply if they are a 100% match. If you are passionate about GFI's mission and think you have what it takes to be successful in this role even if you don't check all the boxes, please apply. We'd appreciate the opportunity to consider your application.

If you are interested in applying and meet the above criteria, please **send your resume and cover letter in English** to israeljobs@gfi.org with **SUBJECT: Associate Director of Operations - [candidate name]**.

The cover letter should include a brief description of your relevant experience to the position, what makes you qualified for this role, and why you are interested in joining GFI Israel.

Applications without cover letters or not in English will not be considered.