



Irving Harris Foundation Overview

The Irving Harris Foundation (Foundation) enhances the quality of life for children, families and communities by advancing human potential, social justice and equity, and creative experience and expression. The Foundation is a strategic grantmaker, investing approximately \$14 million annually in the fields of early childhood development, reproductive health and justice, arts and culture, and Jewish values in the U.S. and Israel. The Foundation's grants aim to address root causes, leverage public and private resources, provide technical assistance and foster collaboration through public-private and funder partnerships.

IHF has embraced and worked to advance Diversity, Equity and Inclusion (DEI) in our philanthropic efforts. For IHF, DEI is not a goal to be accomplished, but a reflective, intentional journey in which we are consistently striving toward more equitable policies, systems and communities. IHF has embedded elements of DEI in our approach to grantmaking and field leadership, in our relationships with partners and grantees, and in the way we build our team and culture. Over time we have examined our grant and field leadership portfolios with an increasing emphasis on equity, but much remains to be done. We have engaged and supported grantees in their own internal DEI efforts, including investing in leaders and approaches that advance DEI, and reallocated resources to invest more in organizations that reflect and serve communities, families and individuals most affected by inequity. We have prioritized investing in grants that specifically address disparities in early childhood and reproductive health systems, as well as across our broader spectrum of grantmaking. And we have thoughtfully approached the hiring and retainment of more diverse staff as our team has grown. We are dedicated to continually strengthening our internal and external practices and policies, including our organizational culture, to reflect our commitment to racial equity and justice. <https://www.irvingharrisfdn.org/who/>

Position Summary

The Director of Operations (DOO) will join our diverse team dedicated to supporting equitable care and outcomes for infants, children and families. Reporting to the Executive Director, the DOO is responsible for increasing the Foundation's capacity to fulfill its mission through managing its operations and finance functions and serving as a senior-level thought partner, mentor, and leader for the organization. The DOO will oversee finance, grants and data management, human resources, information technology, facilities, as well as legal and insurance issues, and enhance or develop efficient and effective processes, procedures, tools and systems. The ideal candidate is passionate about our mission and is a problem solver with exceptional stakeholder management skills.

Position Responsibilities

Responsibilities include but are not limited to:

Organizational Leadership

- Serve as a strategic and trusted thought partner to the Executive Director and team to deliberate ideas in an agile environment

- With the Executive Director, drive an organizational culture that ensures a fair, collaborative and positive work environment and enables people of different backgrounds and experiences to feel included and integrated, and work as a holistic team
- Ensure that our values around Diversity, Equity and Inclusion are continuously reflected in our operations policies, processes and practices

Financial and Data Management

- In close collaboration with the Executive Director, create the vision and develop the Foundation's annual budget
- Lead budget management and analysis
- Create systems, tools and processes to develop, track and report program budgets, as well as budget for key initiatives
- Serve as the liaison to the family office on matters regarding services provided to the Foundation
- Oversee purchasing and approve non-grant-related invoices and expenditures
- Serve as the primary point of contact for SmartSimple grants management system including contracting, interfacing with SmartSimple contractors and other systems consultants, and overall design, implementation and use of the system
- Continue to build the Foundation's capacity in grants management, impact evaluation and storytelling as we raise awareness and inspire action on issues related to equitable care and outcomes for infants, children and families

Operations Management

- Oversee the development, implementation and use of efficient and effective processes, procedures, tools and systems and ensures all aspects of the Foundation's operations support equity and inclusion principles
- Develop and maintain a business continuity management system, ensuring policies and procedures are aligned to mitigate risks of potential business disruptions and emergencies
- Oversee or lead operations initiatives; support programmatic initiatives as needed
- Manage contractors and vendors (e.g. William Harris Investors, other ancillary service vendors and consultants, including website support)
- Partner with the Foundation's HR Consultant to ensure our human capital strategies are aligned with industry best practices, including workforce planning, recruitment, retention, onboarding, compensation practices, benefits management and performance management
- Oversee information technology, facilities, and manage legal and insurance issues as needed
- Develop relationships across the non-profit sector to learn and share best practices in philanthropy operations, and work to embed them in the Foundation's practices

Team and Cultural Leadership

- Provide direct management of the Grants Manager and Technology/Data Specialist
- Serve as an exceptional role model as a leader and manager, investing deeply in supporting and developing the operations team and growing their capacity to learn, contribute and engage in the work of the Foundation
- Strengthen internal and external practices and policies, including the team culture, to reflect our commitment to racial equity and justice

Position Requirements and Qualifications

- Demonstrated passion for and investment in advancing justice and equity, particularly in systems that work with infants, children and families

- Bachelor's Degree required, Master's Degree in business, nonprofit management or related programs preferred
- Ten or more years of progressive leadership experience in operations management in the nonprofit or for-profit sector
- Strong financial management skills and business acumen; demonstrated ability in budgeting, financial analysis and understanding of nonprofit finance/accounting
- Familiarity/experience with grant management systems. Familiarity with SmartSimple system preferred
- Tech savviness - able to navigate multiple platforms from budgeting tools to survey tools, basic web-design/updating, databases, social media platforms, etc.
- Excellent organizational skills and attention to detail
- Exceptional critical thinking and problem-solving skills
- Experience successfully leading change management initiatives
- Entrepreneurial, with a demonstrated ability to work independently in a fast-paced environment, lead multiple projects and meet concurrent deadlines
- Strong stakeholder management and communication skills

Candidates with high levels of integrity, thoughtfulness, curiosity around creating equitable and just internal processes, and sense of humor will be prioritized.

Location

Chicago

Compensation

The Irving Harris Foundation offers a competitive compensation and comprehensive benefits package including but not limited to competitive health plans, generous retirement match, free access to the building's fitness facility and other wellness benefits in response to COVID-19.

How To Apply

The Irving Harris Foundation has engaged [DGW Consulting Group](#) to lead the search for our Director of Operations. To apply, please submit a compelling cover letter and resume [here](#). If you have any questions about the position, please contact DeRonda Williams at dwilliams@dgwccg.com.