

Position Description

The Matzevah Foundation

Title: Director of Operations

Creation Date: 2/14/2016

Position Objective:

To lead and assist in the operation of The Matzevah Foundation (TMF) Jewish Cemetery restoration projects

Accountabilities:

1. Administer and oversee logistical matters related to TMF Jewish Cemetery restoration projects.
2. Assist and communicate with TMF Jewish Cemetery restoration project team leaders regarding projects.
3. Acknowledge online TMF volunteer applications and distribute them to the Board of Directors.
4. Participate in TMF leadership meetings and discussion related to its work.
5. Represent TMF and its work within my community and spear of influence.
6. Actively support the work of TMF through project participation and financial giving.
7. Prepare and submit status reports on a quarterly basis.

Relationship to Others:

- ☐ Works with the TMF Board of Directors
- ☐ Works with TMF volunteers
- ☐ Interacts with TMF partners (Rabbinical Council for Matters of Cemeteries, Foundation for the Preservation of Jewish Heritage, Auschwitz Jewish Center, etc)
- ☐ Interacts with the public