

Tidewater Jewish Foundation

EMPLOYMENT OPPORTUNITY

Job Title: Chief Operating Officer / Vice President of Operations

Location: Norfolk/Virginia Beach, VA

Organization: Tidewater Jewish Foundation (TJF)

Posting Date: August 8, 2025

About Us:

The Tidewater Jewish Foundation (TJF) is a \$159 million community foundation dedicated to supporting the Jewish communities of Southeastern Virginia. We manage endowment funds, guide donors in their philanthropic goals, and ensure the long-term sustainability of Jewish communal life.

About the Role:

We're looking for a Chief Operating Officer (COO) / Vice President of Operations to lead our internal operations and drive organizational efficiency. Reporting directly to the President & CEO, you'll oversee our Development and Grants departments, align operational policies with strategic goals, and ensure TJF continues to make a meaningful impact in our community.

Key Responsibilities:

- Supervise teams managing donor services, grantmaking, and development initiatives.
- Oversee internal policies, systems, and operational processes to ensure efficiency.
- Work closely with the CFO to align operations with financial strategies.
- Build relationships with donors and community partners to support philanthropic growth.
- Lead compliance efforts and ensure operational excellence across the organization.

What We're Looking For:

- Leadership experience in operations, nonprofit management, or a similar field.
- Strong organizational and problem-solving skills.
- Excellent communication and team management abilities.
- Passion for philanthropy and community impact.

Why Join Us?

- Be part of an organization that makes a real difference in the community.
- Work with a dedicated, collaborative team in a mission-driven environment.
- Take on a leadership role with opportunities to grow and innovate.

Qualifications:

- MBA, CPA, JD or Certified Management Accountant preferred. Minimum of seven years of professional experience in your field with at least five at a management level.

How to Apply:

If you're ready to lead and make an impact, send your resume, cover letter, and salary requirements to resumes@tjfv.org.

Tidewater Jewish Foundation is an equal opportunity employer committed to diversity and inclusion.