



Manager, Special Projects and Board Relations

Title	Manager, Special Projects and Board Relations
Department	Operations
Reports To	Chief Operating Officer (Based in New York City)
Direct Reports	None
Location	AFBIU NYC Office
Employment Type	Full-Time
Classification	Exempt
Salary Range	\$115,000 - \$130,000
Posting Date	September 2026

ABOUT THE ROLE

Position Summary

AFBIU seeks a highly organized, collaborative, and proactive **Manager, Special Projects and Board Relations** to manage a substantial and evolving portfolio of cross-functional organizational projects while also serving as the primary staff liaison to AFBIU's Board of Directors.

Reporting to the Chief Operating Officer, the Manager will lead multiple concurrent special projects and organizational initiatives from planning through implementation. The portfolio will vary based on organizational priorities and is expected to include significant work in operational areas such as finance/accounting, human resources, facilities, information technology, systems, policies, and process improvement. This work will require coordinating colleagues across departments, developing and managing project plans and timelines, tracking deliverables, identifying and resolving obstacles, and ensuring projects move from concept through successful completion.

The Manager will also have primary responsibility for the day-to-day coordination of Board and committee operations, supporting effective governance and engagement, maintaining governance records and processes, and ensuring timely follow-through on Board-related activities. The

Manager will work closely with the COO, CEO, Board leadership, committee chairs, and other members of the senior team across both areas of responsibility.

This role requires exceptional organizational skills, sound judgment, discretion, strong written and interpersonal communication, and the ability to manage multiple priorities in a fast-paced, collaborative environment.

Responsibilities

SPECIAL PROJECTS AND PROJECT MANAGEMENT

- Manage a substantial portfolio of cross-functional special projects and organizational initiatives from planning through implementation, often with several projects underway concurrently.
- Translate organizational priorities into clear project scopes, workplans, timelines, milestones, responsibilities, and deliverables in collaboration with project sponsors and stakeholders.
- Lead projects across operational areas that may include finance/accounting, human resources, facilities, information technology, systems implementation, policy development, and process improvement.
- Convene and coordinate project teams, facilitate meetings, document decisions and next steps, and maintain accountability for agreed-upon deliverables.
- Monitor project progress, dependencies, budgets where applicable, and resource needs; proactively identify risks or delays and recommend practical solutions.
- Coordinate implementation and change-management activities, including communications, documentation, training, and transition to ongoing ownership, as appropriate.
- Provide the COO and other organizational leaders with clear, concise updates regarding project status, decisions required, risks, and next steps.
- Take ownership of additional special projects and emerging organizational priorities as assigned, adapting the portfolio as AFBIU's needs evolve.

BOARD RELATIONS AND GOVERNANCE

- Serve as the primary staff liaison for AFBIU's Board of Directors, working closely with the COO, CEO, Board leadership, committee chairs, and other staff.
- Manage the planning and execution of Board and committee meetings, including annual meeting calendars, agendas, meeting materials, logistics, attendance, minutes, and follow-up.
- Coordinate the preparation and distribution of Board and committee materials, working with staff to ensure materials are accurate, complete, and provided on a timely basis.
- Maintain Board and governance records, including minutes, resolutions, committee rosters, terms, policies, governing documents, and other official records.
- Manage governance processes and calendars, including Board and committee membership, terms, elections and appointments, annual governance requirements, and other recurring activities.

- Track Board and committee decisions, action items, and commitments and work with responsible staff and volunteer leaders to ensure appropriate follow-through.
- Support Board member onboarding, orientation, engagement, and communications; serve as a knowledgeable and responsive point of contact; and identify opportunities to improve Board operations and the overall Board member experience.

Core Competencies and Experience

REQUIRED:

- Minimum five years of relevant professional experience, preferably including Board relations, nonprofit governance, executive support, project management, operations, or a related area.
- Demonstrated experience managing complex projects involving multiple stakeholders, competing priorities, and firm deadlines.
- Exceptional organizational and project management skills, with strong attention to detail and the ability to establish systems, anticipate needs, and ensure consistent follow-through.
- Superior written and verbal communication skills, including the ability to prepare polished, concise materials for senior executives and volunteer leaders.
- Strong interpersonal skills and the ability to develop effective working relationships with Board members, senior leadership, colleagues, and external stakeholders.
- Excellent judgment and discretion, with demonstrated ability to handle confidential and sensitive information appropriately.
- Ability to operate effectively with a high degree of autonomy while recognizing when consultation, escalation, or executive involvement is appropriate.
- Strong problem-solving skills and a proactive approach to identifying issues and developing practical solutions.
- Ability to manage multiple concurrent responsibilities and shift priorities while maintaining accuracy and meeting deadlines.
- Collaborative working style and demonstrated ability to coordinate colleagues across functions without relying on formal authority.
- Proficiency in Microsoft Office, including Outlook, Word, Excel, PowerPoint, and Teams, and comfort learning and using technology platforms to manage projects, documents, meetings, and information.

PREFERRED:

- Formal project management experience or training.
- Experience working directly with a nonprofit board of directors and familiarity with nonprofit governance practices.
- Experience supporting C-suite executives or working within an executive office.
- Experience in a nonprofit, higher education, fundraising, or Jewish communal organization.

Compensation

A competitive compensation package, including salary and benefits, will be offered commensurate with experience. For roles of this scope, AFBIU generally budgets \$115,000 to \$130,000.

ABOUT OUR WORKPLACE

Employee Benefits

American Friends of Bar-Ilan University is committed to supporting our employees' well-being, work-life balance, and professional growth. Our comprehensive benefits package includes:

- **Comprehensive health coverage** — medical, dental, and vision plans – with a large percentage of premium costs paid by AFBIU.
- **Generous paid time off**, including parental leave, Jewish and U.S. holidays, plus early closings on Fridays for Shabbat and on many holiday eves
- **403(b) retirement plan** with employer contribution
- **Pre-tax benefits**, including flexible spending accounts (FSA) and commuter benefits (for those in the NYC area)
- **Disability and life insurance** coverage, with the entire premium cost paid by AFBIU
- **Support for professional development** and continuing education
- **Monthly mobile phone stipend**

Location and Work Arrangements

AFBIU values in-person collaboration and teamwork, so our NYC-based team members work from our NYC office Monday to Thursday with the option to work remotely on Fridays.

Additional Information

Travel: Occasional domestic travel is anticipated.

Work Authorization: Applicants must be authorized to work in the United States at the time of application. AFBIU does not provide visa sponsorship for this position.

Equal Opportunity Employer: American Friends of Bar-Ilan University (AFBIU) is an equal opportunity employer and is committed to building a diverse and inclusive team. We do not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, marital status, or veteran status. We welcome applicants of all backgrounds who are committed to AFBIU's mission and values.

ABOUT AFBIU

American Friends of Bar-Ilan University (AFBIU) supports Bar-Ilan University in Israel by engaging U.S. partners and donors to advance education, research, and innovation that strengthen Israel and benefit the world.

Bar-Ilan University, located near Tel Aviv, is one of Israel's leading institutions of higher learning—renowned for its cutting-edge research, commitment to social responsibility, and integration of Jewish values with academic excellence. Through our work, AFBIU helps ensure that Bar-Ilan continues to educate future leaders and drive positive change in Israel and beyond. Our organizational budget is approximately \$9M and our staff size is approximately 20.

HOW TO APPLY

To apply, [complete this online form](#) including uploading your resume and a cover letter explaining why you're excited about and qualified for this opportunity. No phone calls or direct emails, please.

We appreciate all applicants; however, because of the high volume of interest in our open positions, only those selected to move forward in the process will be contacted.