



Ramah Darom
Business Operations Manager

Job Summary: The Business Operations Manager is responsible for supporting all areas of Ramah Darom's operations (summer camp, retreats & rentals and development). This role oversees summer camp business operations including planning, organizing and coordinating all aspects of camp travel and managing the summer business office. During the year, this role manages retreat center travel and assists with retreat and rental logistics as needed. As part of the Business Operations team, this role manages key vendor relationships and assists with accounts payable and HR. This is an ideal role for someone with exceptional attention to detail who loves being *hands-on* managing complex, multi-faceted operations - and who loves spending time outdoors in the North Georgia mountains!

Location: Atlanta, GA during the year / Clayton, GA during the summer

For candidates not living in Atlanta, there is the option for this to be a remote role during the year, with regular trips to the Atlanta office (approximately 4-6 times per year)

Reports to: Controller, Ramah Darom

Supervises: Summer camp office staff and drivers

Directly Supports:

- Director and Assistant Director, Camp Ramah Darom
- Director and Assistant Director, Kaplan Mitchell Retreat Center at Ramah Darom

Job Responsibilities

- Ramah Darom Business Operations
 - Maintains and manages relationships with key IT and other office-related vendors, and works with them to maximize efficiency of hardware and software
 - Works with Controller on accounts payable process in bill.com, including invoice management and vendor relations
 - Works with Controller on management of HR systems and documents including managing insurance claims and benefits reporting (AMSkier, OSHA & Worker's Comp)
 - If the role is located in Atlanta, oversees day-to-day office operations and assists staff with in-office requirements including ensuring supplies are monitored, organized and maintained
- Summer camp business operations and travel management

The Business Operations Manager lives in-residence at Camp Ramah Darom in Clayton, GA from late May through early August

 - Oversees effective operations of the summer business office, providing day-to-day supervision of summer office staff and drivers (3-5 people). This includes:
 - Welcome Center management (reception desk, etc.)
 - Managing summer staff housing
 - Overseeing Tzorchania (summer mailroom) including supplies and laundry
 - Providing oversight of operational elements of the Health Center
 - Tracking summer financial operations
 - International staff HR operations including obtaining SSN
 - Managing lice checks
 - Golf cart and walkie talkie management
 - Insurance management and claims
 - Plans, organizes and coordinates all aspects of camp travel in advance of the summer and throughout the summer. This includes:
 - setting parameters for camper and staff travel

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- planning and coordinating recommended flights and chaperones
- communicating parameters for camper and staff travel, and collecting and confirming all related travel information
- coordinating with airline and airport staff for the logistics of arrival and departure days, including obtaining gate passes for unaccompanied minors
- managing all aspects of daily summer transportation needs including ordering & managing buses for airport and camper/staff trips (coordinating closely with the Program Manager), ordering and managing rental cars, plus coordinating drivers for daily medical and other camper/staff/guest travel throughout the summer
- Plans, organizes and coordinates all aspects of camp arrival/departure day schedules including logistics, parent pick-ups, staffing, and systems for delivering camper bags on opening days and picking up bags at the end of each camp session
- Retreat Center operations
The Business Operations Manager will attend a minimum of two Ramah Darom retreats each year to assist with on-site management
 - Plans, organizes and coordinates all aspects of retreat center travel
 - Assist with logistics related to Ramah Darom retreats and rentals as needed

Key Job Requirements

- A minimum of 3 years of hands-on experience in an operational or logistics role in a for-profit or non-profit organization
- A very high level of attention to detail, as clearly demonstrated in previous roles
- Comfortable with IT systems and software
- A positive, “can do” attitude; comfortable jumping-in to get the work done!
- Proven, successful experience as a people manager
- Ideally, a background working at or attending a summer camp or a Jewish non-profit

Compensation

In addition to a competitive base salary, Ramah Darom offers medical and dental coverage plus annual contributions to a 403(b) retirement plan. Room and board is provided while in residence on the Ramah Darom campus in Clayton. Ramah Darom also offers full-time employees generous tuition benefits for children attending Camp Ramah Darom and family members attending Ramah Darom retreats.

Interested candidates should email their resume to sperlman@ramahdarom.org by February 19, 2024

For more information about Ramah Darom, visit RamahDarom.org

All qualified applicants will receive consideration for employment without regard to race, color, gender identity or expression, age, religion, height, weight, AIDS/HIV status, intellectual disability, mental disability, physical disability, including but not limited to blindness, unless it is shown that such disability prevents performance of the work involved, medical condition, handicap, national origin, ancestry, sexual orientation, marital status, domestic partnership status, parental status, military status, veteran or military discharge status, source of income or housing status or any other status protected by applicable law.

Winter 2024