

## **Manager (Director) of Congregational and Community Engagement**

### **Temple Sinai Atlanta**

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Temple Sinai, a Reform congregation with approximately 1600 household members, is seeking an innovative, personable and creative individual to join our team as the Manager (Director) of Congregational and Community Engagement. Pending the applicant's experience, this role will be a *director* or *managerial* level position.

This role will be supervised by the Associate Executive Director and work in partnership with the Engagement & Program Manager\*; the team will strive to align all aspects of congregational life through one strategic engagement vision. The portfolio will incorporate elements of membership management, congregational engagement and program planning and execution – all detailed below.

\*The *director* will supervise the Engagement & Program Manager.

#### Engagement Responsibilities

**The Congregational and Community Engagement professional will be involved in helping create and maintain an engagement strategy for the congregation, including:**

- Serving as an integral role in a Culture of Belonging strategic initiative, currently in process
- Oversee small group initiatives and opportunities

The goal is to provide opportunities for all members to feel connected to Sinai and one another, regardless of their connection to Judaism, age, stage of life or access.

#### Programming/Ancillary Responsibilities

Collaborate with ancillary groups, committees and task forces to plan and implement programs and initiatives that meet the overall goals and mission of Temple Sinai. Overall responsibility for collaborating with lay leaders, managing calendar, establishing budgeting and coordinating necessary programmatic logistics. As new age and stage experiences are developed, responsibility for implementation will be divided between members of the engagement team to ensure consistency with overall engagement strategy.

Additionally, the Congregational and Community Engagement professional will assume responsibility for planning and implementing all congregational holiday celebrations, including Chanukah, Purim, Passover, Shavuot, Sukkot and Simchat Torah. Duties include identifying lay leaders, collaborating with all departments, and identifying creative opportunities for celebration and event execution.

Individual will also have duties related to the planning and execution of the High Holy Days.

#### Membership Responsibilities

The Manager will serve as the liaison for ATID, Sinai's flourishing young adult community. As ATID provides a bridge from the young adult community to the greater Sinai community, this role will serve as a connector, supporter and innovator.

*The ideal candidate will be passionate, creative and innovative, with a keen attention to detail. Additionally, they will:*

- Have strong customer service and interpersonal skills
- Have outstanding written and oral communication skills
- Be a strong self-starter, but also able to work in a team environment
- Possess a commitment to excellence, follow through and collaboration

#### Job Requirements

- 5+ years' experience in the field of engagement, member relations or programming
- Strong familiarity with Microsoft Office and database technology. ClickUp or project management tools a plus
- Candidates must be available some nights and weekends, including 1-2 Friday nights per month.
- Knowledge of Judaism and Jewish practices

Salary ranges from \$65,000-\$67,500, commensurate with experience.

Please email cover letter and resume to [resumes@templesinaiatlanta.org](mailto:resumes@templesinaiatlanta.org)