



Executive Director
Durham, NC

Opportunity for Impact

Judea Reform Congregation (JRC) in Durham, NC is a vibrant, diverse, progressive and engaged Reform Jewish congregation in the heart of Research Triangle Park of North Carolina. The area is a cultural, technological and academic hub, and Durham has been highly rated as a top southern “foodie” town. JRC shares a campus with the Lerner Jewish Community Day School and the Levin JCC/Jewish Federation of Durham-Chapel Hill.

The leadership of Judea Reform Congregation views the appointment of its next **Executive Director (ED)** as an exciting opportunity for a visionary leader to advance the congregation at a turning point in its history; to innovate and contribute significantly to the success of this congregation; to strengthen and build community; and to ensure the important role of Reform Judaism in the lives of its members.

This position is a unique opportunity to be an integral and visible part of a warm, welcoming community that celebrates diversity. The new Executive Director is not only a senior leader of the congregation but also will be able to build relationships across the Jewish community and throughout Research Triangle Park.

Additional information about JRC can be found on the web at www.judeareform.org.

Position

JRC seeks a proven, dynamic and inspiring strategic leader with superior relationship skills and demonstrated success in building capacity and increasing stakeholder engagement to become its **Executive Director**. The successful candidate will have a passion for Jewish life, strong emotional intelligence, a collaborative management style, and excellent communication and executive leadership skills.

The new Executive Director will be a member-centered professional with demonstrated success in executive leadership, management and organizational positioning. S/he must be conversant with a broad range of important issues in the Jewish community and be familiar with resources available to address these topics.

While the Executive Director has overall responsibility for the operations of the synagogue, s/he must be willing to balance the business needs with a focus on the advancement of the mission and vision of the Congregation. Reporting to the President of the Board, the ED of the JRC is accountable to the Board of Trustees.

Key Responsibilities:

Executive Leadership, Strategic Visioning & Planning, and Organizational Management

- Work closely with the Board, Rabbi and other key stakeholders to develop, articulate and implement a shared vision with programs that reflect the mission and needs of JRC;
- Serve as a partner to JRC's Senior Rabbi as s/he develops in his/her role as JRC's spiritual leader. Work with the Senior Rabbi to create a culture of collaboration and support within JRC professional staff;
- Balance current operational and programmatic needs with strategic vision and investment to ensure both short- and long-term success and sustainability;
- Serve as the chief professional responsible for developing and evaluating the synagogue staff, planning, program development and evaluation, fundraising, finance and communication;
- Create strong strategic alliances and relationships within the Durham-Chapel Hill Jewish community as well as with the general community.

Operational Management and Team-Building

- Provide oversight for all business and financial operations including: annual planning, human resources, budgeting, building and facilities, communications, and technology;
- Review and evaluate the current operations to better meet JRC objectives;
- Participate in creation and supervision of a high-performance professional team;
- Recruit qualified professionals for open positions;
- Provide ongoing supervision and guidance to staff members;
- Maintain a flexible leadership style that motivates, inspires and empowers staff through active communication and delegation, and promotes collaboration and staff retention;
- Focus on professional development; including performance measurements, individual coaching and team-building; fostering an environment of achievement and ensuring staff accountability for excellence through clearly defined and measurable goals.

Communications

- Maintain and advance the JRC brand; have primary oversight responsibility for communications - both written and oral - regarding JRC's vision, values, programs, challenges and achievements;
- Have primary responsibility for appropriate responsiveness to member concerns;
- Maintain open lines of communication with the Board, staff, and members.

Fundraising

- In partnership with the Development Director, Senior Rabbi, Board and community leadership, ensure the development and execution of resource development strategies and methodologies to meet established goals, including the Life & Legacy initiative, as well as keeping pace with “next gen” and other trends in synagogue philanthropy;
- Work closely with the Board leadership, staff and outside consultants (as needed), on campaigns to raise funds to enable JRC to meet the current and anticipated future needs of its members and stakeholders;
- Maintain a proactive approach in raising funds through relationship building, cultivation and stewardship of current and prospective donors, with particular attention to former capital campaign donors;
- Work to “push the envelope” on new revenue and funding opportunities to support current obligations and new initiatives.

Board and Volunteer Engagement

- In partnership with the Senior Rabbi, provide professional guidance to the President, the Board and its committees to shape, focus and prioritize vision and planning, and act as the primary liaison between the Board and professional team.
- Work with the Board President and Senior Rabbi to set objectives for the Board and its committees; plan Board and Executive Committee meetings and agendas.
- Serve as an advisor and resource to the Executive Committee and the Board in all areas of finance, policy, and governance.
- Partner with the Board leadership to identify, cultivate, recruit and empower new Board members by creating dynamic and supportive relationships.
- Provide a high level of support to Board members and other key volunteers in ways that show appreciation, develop their skills, inspire them to action and strengthen their intellectual and emotional commitment to JRC.

Program and Service Development

- Partner with clergy and other senior staff to develop and grow comprehensive, mission-driven initiatives aligned with JRC’s strategic plan.
- Institute a system of accountability and a constructive means of critical evaluation of the effectiveness, success and impact of activities and programs.
- Work with staff to monitor program costs and effectiveness.
- Communicate regularly with other organizations and synagogues to seek collaboration in advancing JRC goals.

Qualifications

- Minimum 8 years of significant practical experience as a senior executive in the nonprofit and/or business sector with a record of achievement in organizational leadership, management, administration, fundraising, and financial operations.
- Strong leadership skills, including the ability to articulate an inspiring organizational vision; Able to integrate the use of business models with a sensibility to the core values of a mission-based organization agency.
- Skills and experience to manage and lead a \$1.8+ million enterprise with profit & loss responsibilities, a large facility and a small but mighty staff.
- Knowledge of and a passion for Reform Judaism, communal structures and issues; Track record of collaboration and community building; willingness to invest the time required to steward relationships and be visible throughout the community.
- Successful experience with Board and volunteer development; a diplomatic problem solver able to build consensus and engender cooperation between lay and professional leaders.
- Excellent interpersonal skills and the ability to present oneself and communicate in a manner that garners trust and will challenge and inspire volunteer leadership and professionals.
- Ability to maintain and model high personal, ethical and professional standards.
- Excellent verbal and written communication skills.
- Strong budgeting and financial acumen required;
- Bachelor's Degree Required, MBA or equivalent preferred.
- Experience in program development, organizational and/or institutional growth and facilities management preferred.

Interested candidates should submit a letter of interest and resume to ExDirSearch@judeareform.org.