



**Title:** Director of Membership & Engagement

**Department:** Administration

**Reports to:** Executive Director

**Compensation:** \$50,000-\$60,000

**Type:** Exempt

**Hours:** M-Th 9-5, F 9-3:00

Temple Israel is a progressive and vibrant Conservative Synagogue located on Shalom Park's beautiful campus in southeast Charlotte, North Carolina. Our beautiful Temple is a sacred space for worship, education, and social gatherings. We are dedicated to fostering spiritual growth, community engagement, and meaningful connections among our members. For more information, please visit us at [www.templeisraelinc.org](http://www.templeisraelinc.org).

#### **Job Summary:**

Temple Israel is actively seeking a dynamic individual to enhance our team in the role of Director of Membership and Engagement. We are looking for an ideal candidate who demonstrates outstanding interpersonal and communication skills, excels in critical thinking, and embodies a strategic mindset.

As our Membership Director, you will play a pivotal role in cultivating a vibrant community by spearheading recruitment, engagement, retention, and stewardship efforts. You will spearhead membership, congregational engagement, stewardship, and development initiatives to further the mission of Temple Israel. While the details below outline the current scope of this position, it may adapt over time according to the congregation's needs.

#### **Major Duties & Responsibilities:**

1. Membership, Growth and Retention
  - Develop and implement innovative strategies to attract new members to Temple Israel and grow our congregation.
  - Collaborate with Leadership and marketing teams to create compelling messaging and materials.
  - Establish processes to enhance member retention and satisfaction.
  - Design and coordinate outreach events and initiatives throughout the year. To expand our reach, cultivate partnerships with other organizations and stakeholders.
  - Educate prospective and current members about commitment levels, benefits of Temple Israel membership, and opportunities to engage as part of the community.
  - Manage all aspects of the annual renewal process, including the financial assistance request process in partnership with the Executive Director; process all new member applications and

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membership applications and membership renewals in collaboration with the Director of Finance; confirm primary membership at other synagogues for Associate members; produce regular membership.

- Serves as a sounding board for congregant concerns and suggestions, and he/she conducts an exit interview if a congregant resigns.
- Oversee High Holy Day member requests and seating.

## 2. Engagement

- Design and oversee a comprehensive engagement program to connect members with Temple activities, services, and volunteer opportunities.
- Develop programs and initiatives to sustain and strengthen the connection between new and long-time congregants and Temple Israel.
- Build relationships with congregants and connect them with appropriate committees and volunteer opportunities based on their interests and skills.
- Plan and organize events, worship, and social gatherings to foster community building and spiritual enrichment.
- Serve as a congregational life expert and a “one-stop shop” for information about the synagogue community's life.
- Reach out to unengaged congregants and schedule focus groups to re-engage them in synagogue life.

## 3. Stewardship Development and Fundraising

- Collaborate with TI leadership to develop and implement comprehensive fundraising strategies to meet annual revenue goals and align fundraising efforts with organizational priorities and values.
- Utilize donor stewardship plans to acknowledge contributions, recognize achievements, and foster long-term engagement.
- Lead Temple Israel's Create Your Jewish Legacy program committee and execute all stewardship activities related to legacy gifts.

## 4. Data Analysis and Reporting

- Maintain accurate records of membership data, engagement metrics, and program participation.
- Analyze data to identify trends, assess program effectiveness, and inform decision-making.
- Prepare regular reports and presentations for temple leadership and stakeholders.

**Education and Experience:**

A Bachelor's Degree and experience working with volunteers and committees and/or in membership recruitment and retention are mandatory. Preferred candidates will have experience with nonprofit and/or religious organizations.

**Skills/ Qualities/ Knowledge Requirements:**

- Proficiency in Word, Excel, Microsoft Outlook software, ShulCloud (or other CRM software); proficient in PowerPoint, Publisher, Adobe, and Google Documents.
- Exhibits effective communication skills, fostering positive relationships with all Temple Israel stakeholders.
- Demonstrates strong organizational skills with meticulous attention to detail.
- Able to quickly learn, prioritize, and manage multiple competing tasks.
- Shows proficiency in writing, proofreading, and editing skills.
- Displays tactfulness and maintains an even disposition.
- Demonstrates sound judgment, effective decision-making, and problem-solving abilities.
- Possesses knowledge or willingness to learn the Jewish calendar, rituals, services, holidays, and practices and be passionate about connecting individuals to Jewish life at Temple Israel.
- Willing to attend evening and weekend meetings, programs, and events as needed.
- Comfortable working independently and taking initiative.
- Enthusiastic about teamwork, contributing to a positive team environment.
- Capable of discreetly managing sensitive issues while maintaining utmost confidentiality.

**Effective Date—We will begin interviewing successful candidates once we receive applications.** Background and reference checks must be completed before the official start.

**To apply, please submit your resume and cover letter to Brooke Amo at [bamo@templeisraelinc.org](mailto:bamo@templeisraelinc.org)**







**Skills/ Qualities/ Knowledge Requirements:**

- Proficiency in Word, Excel, Microsoft Outlook software, ShulCloud (or other CRM software); proficient in PowerPoint, Publisher, Adobe, and Google Documents.
- Demonstrates outgoing, warm, personable, and have good listening skills.
- Exhibits effective communications skills, fostering positive relationships all Temple Israel stakeholders.
- Shows proficiency in writing, proofreading, and editing skills.
- Displays tactfulness and maintains even disposition
- Demonstrates sound judgment and both decision-making and problem-solving abilities
- Possesses knowledge or willingness to learn the Jewish calendar, rituals, services, holidays, and practices and be passionate about connecting individuals to Jewish life at TempleIsrael.
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**Education and Experience:**

Bachelor's Degree and at least three (3) years of experience working with volunteers and committees and/or in membership recruitment and retention. Nonprofit and/or religious organization experience preferred.

**Comprehensive benefit plan available.**

**Effective Date** – We will begin interviewing successful candidates as soon as applications are received. Background and reference checks must be completed prior to the official start.

**To apply, please submit your resume and cover letter to Brooke Amo at [bamo@templeisraelinc.org](mailto:bamo@templeisraelinc.org)**

**Disclaimer:**

*The above statements describe the general nature and level of work performed by the person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*