



Executive Director Job Posting

Job Description:

Congregation Beth Emeth is seeking a full-time Executive Director to manage its day-to-day operations in a variety of areas in accordance with the qualifications identified below. The successful candidate will be expected to be available during agreed-upon core hours and as required to manage the affairs of the synagogue. There is potential for flexibility for some work-from-home time.

The Executive Director should demonstrate an ability to make decisions quickly and appropriately on a wide variety of issues and tasks related to the congregational community and the functioning of the synagogue.

The candidate must possess excellent organizational, communications, and interpersonal skills. They should have a diplomatic and gracious disposition in working with congregants, colleagues, professional staff, lay leadership, and the general public. They will be expected to:

- As Financial Manager, lead all aspects of the congregation's finances, including budgeting, financial operations, investments and developing financial reports; work in concert with Bookkeeper and Treasurer.
- As Governance Leader, ensure that operations are conducted in accordance with the synagogue's constitution and bylaws.
- As Team Leader/Human Resources Manager, participate in staff hiring, provide staff oversight, supervision, and support, and evaluate staff and outside contractors.
- As Relationship Manager, cultivate a warm and welcoming atmosphere within CBE, develop relationships with congregants, and interact with prospective members.
- As Facilities Manager, oversee synagogue facilities including event scheduling, building maintenance, repair, and renovation, as well as facility and grounds security, working closely with outsourced resources.

Professional Requirements and Qualities:

- Minimum three years of management experience in a membership-focused environment.
- Familiarity with synagogue software (such as ShulCloud) is a plus.
- Ability to handle confidential and sensitive matters with maturity, discretion, and professionalism, as well as to operate with a high degree of integrity.
- Knowledgeable about Jewish customs, traditions, rituals, and culture.
- Ability to work flexible hours needed to complete job requirements, including some nights, weekends, and some holidays.

Compensation and Benefits: Competitive

References: Required

To Apply: Please send your resume and a cover letter to exec-director-search@bethemeth.org.

Full position description available upon request.