



Chizuk Amuno Congregation and Schools Executive Director Position Description

Overview

Chizuk Amuno Congregation and Schools (“Chizuk Amuno”), now celebrating its 150th anniversary, is one of North America’s premiere Jewish Conservative congregations. With a vibrant membership and led by outstanding clergy, staff, and involved lay leaders, Chizuk Amuno is progressive, egalitarian, and inclusive.

Chizuk Amuno serves over 1100 households. Our outstanding and sought-after schools are the backbone of our institution and serve 600 students, including Krieger Schechter Day School, Goldsmith Early Childhood Center, Rosenbloom Religious School, and The Stulman Center for Adult Learning. Located on our 30-acre campus, our synagogue and schools employ over 150 faculty and staff.

As a core member of the executive team, the Executive Director serves as the chief operating officer of our synagogue and school community and, per our by-laws, reports to the Board of Trustees. We seek a dedicated Executive Director to leverage our strengths, guide us through challenges, and help us grow our vibrant 21st Century synagogue and schools.

Key Areas of Responsibility

- **Leadership**
The Executive Director acts as a convener and facilitator, partnering with the President of the Board of Trustees, Senior Rabbi and leadership of our schools, to provide inspiration and operational leadership to the staff, board, committees, and synagogue community. There is a constant emphasis on providing value to each member of the community. The Executive Director creates strategic, administrative, and operational plans in collaboration with clergy, staff, and lay leaders.
- **Cultivation, Engagement and Support of Lay Leaders**
The Executive Director supports the Board of Trustees, Executive Committee, and other lay leaders to advance the strategic goals of the Congregation. This includes nurturing positive and productive relationships with lay leaders, active engagement with leadership development, and management support for Chizuk Amuno’s lay committees and organizations. The Executive Director communicates all information necessary to the Board of Trustees and Executive Board so the Board can function properly and make informed decisions.

- **Staff Management**
 As a close professional partner and advisor of the Senior Rabbi, the Executive Director supervises, motivates, and mentors the Chizuk Amuno including the professional leadership of the schools. The Executive Director has oversight of personnel administration, including benefits, compensation, and performance reviews. The Executive Director oversees the hiring, supervision, development, and evaluation of staff members in order to build effective teams within the organization and ensure retention. The Executive Director continually re-assesses the administrative systems and structure to ensure they are in support of and in alignment with the vision of the Senior Rabbi and Board.
- **Financial Management**
 The Executive Director, in collaboration with the CFO/Comptroller, is responsible for the oversight of all accounting and financial activities of the synagogue and schools. This includes annual and multi-year budgets and budget projections and analyses for planning in collaboration with the Board, clergy, and staff. The Executive Director oversees the CFO/Controller and works in conjunction with the Treasurer of the Board and Budget and Finance Committee.
- **Facilities and Security Management:** The Executive Director supervises facilities management for the congregation and schools, including security protocols, preventive maintenance, capital improvements, maintenance personnel, food service, catering operations, and cemeteries. The Executive Director works closely with and supports the lay House, Grounds, and Security Committee and the Cemetery Committee.
- **Communications and Marketing Management**
 The Executive Director is responsible for ensuring dynamic internal and external communications with our community and oversees the Director of Communications, Marketing & Social Media. The Executive Director, along with other professional staff and lay leadership, creates, maintains, and updates a comprehensive strategic communication, branding, and marketing effort through the use of customer relationship management tools, website, email, printed materials, telephone, interpersonal contacts, and social media resources.
- **Technology Management**
 The Executive Director is responsible for oversight of Chizuk Amuno's use of technology, as it pertains to finance, member communications, social media, internal communications, customer relationship management tools, and producing and broadcasting services and programs online.
- **Engagement, Membership Relations, and Programming Management**
 The Executive Director is responsible for supporting Chizuk Amuno's goal of creating, growing, and retaining a welcoming, engaged, and caring community. The Executive Director oversees the Director of Congregational Life and Engagement in supporting, promoting, managing, and measuring the effectiveness of programs and events. The Executive Director, or delegated staff, advises and supports the Membership Committee.

This includes serving as a key point of contact to support staff in all aspects of membership, membership outreach, welcoming prospective members, and managing the process to resolve members' concerns and issues.

- **Religious and Ritual Support**

The Executive Director is responsible for supporting and executing the vision of the Senior Rabbi and clergy with respect to ritual matters.

- **Fundraising Support**

The Executive Director supports the work of the Senior Rabbi and lay leaders in the cultivation and acknowledgement of gifts to the annual campaign, growing our endowment, overseeing special projects, grant writing, and expanding funding sources. The Director of Development & Engagement reports directly to the Executive Director and works in conjunction with professional leadership of our schools.

Desired Qualifications

- **Experience**

- 5+ years of relevant experience in a complex organizational structure directing a multi-disciplinary management team. Seasoned in staff organization, development, and strategy.
- Demonstrated experience in financial oversight and budget development, implementation, and management.
- Familiarity with current trends and developments in Jewish communal life including knowledge of and respect for the practices and tenets of Judaism.
- Significant professional/lay experience in the nonprofit sector.

- **Personal Traits**

- Ability to nurture, build, and maintain successful and healthy working relationships
- Proven ability to listen, build consensus, and demonstrate a high level of respect and sensitivity to others
- Uniquely skilled at demonstrating curiosity, innovation, and flexibility
- Excellent written and verbal communication skills
- Demonstrated track record of ethical practices and transparent behavior
- Ability to engage in strategic thinking and analytical skills to make organized and informed decisions

Compensation: \$185,000- \$200,000, An attractive and competitive package, commensurate with level of experience, will be offered. Benefits that include health insurance (medical and dental), 403(b) retirement fund, sick and vacation time and time off for major Jewish and federal holidays.

To Apply: Submit Cover Letter and Resume to execdirsearch@chizukamuno.org