Director of Operations
Congregation Dorshei Tzedek

Congregation Dorshei Tzedek (CDT) in West Newton, MA is seeking a Director of Operations (DO) to further the mission of the congregation in accordance with our core values. The DO will provide leadership and supervision for all operational, financial and administrative functions of the congregation. The DO works in partnership with the Rabbi, Education Director, and congregational leaders to sustain and grow our community, is an ex-officio member of the Executive Committee and the Board, and reports to the President of the Congregation with ongoing supervision by the Rabbi.

Congregation Dorshei Tzedek is a vibrant, growing, progressive Reconstructionist Jewish community of approximately 250 households from across the greater Boston area. We seek to grow and sustain a community that is spiritually nourishing, committed to repair of our broken world, and both deeply rooted in Jewish text and practice while embracing creative transformation of our tradition. We are a highly participatory community, and we strive to become an actively anti-racist and LGBTQ+ affirming congregation.

Responsibilities of the Director of Operations include, but are not limited to:

Administrative Management
- Supervise full-time Administrative Assistant, part-time A/V technician, and other administrative/operational staff.
- Coordinate logistical support for congregational activities in collaboration with the Rabbi, Education Director, and lay leadership. Oversee comprehensive planning and management of High Holydays programs.
- Acquire/maintain/manage software systems for efficient office performance and effective congregational communication, as well as the maintenance of congregational records, including membership data, school registration, and financial information.
- Lead development of a personnel policy handbook in collaboration with lay leaders.
- Implement and manage human resources, including benefits and personnel policy oversight.
- Serve as primary liaison to building management of facilities rented or used by CDT, and provide oversight to ensure the proper maintenance of the congregation’s sanctuary and other dedicated rental spaces.
• Oversee and implement health and security protocols, in collaboration with the Rabbi, Education Director, and the Board.

Communications
• Oversee the development and coordination of congregational communications, including the website, social media, internal and external publicity, and monthly newsletter.
• Participate in community outreach, marketing and public relations functions, in collaboration with lay leaders.

Financial Management
Prepare and administer the annual budget in collaboration with the Treasurer and Executive Committee.
• Prepare monthly and annual financial reports in collaboration with the Treasurer.
• Oversee systems for receiving and acknowledging dues and donations.
• Oversee and monitor congregational finances, including payroll and periodic audits.
• Negotiate, secure, and maintain contracts with outside vendors, including insurance policies.
• Work with lay leaders on logistical/administrative aspects of fundraising campaigns and donation acknowledgments.
• In partnership with the Finance Committee and other lay leaders, develop fundraising and investment strategies.
• Supervise part-time bookkeeper.

Membership
• Serve as a friendly, welcoming presence for current and prospective members.
• Collaborate with the VPs of Membership and the Welcoming Committee on communications to prospective members and onboarding of new members.
• In coordination with program staff, attend CDT programs as needed.
• Support the President, Board, and lay leadership in their roles. Provide support for all Executive Committee, Board, and Membership meetings.

Qualifications
• At least 5-7 years of relevant experience, including a proven track record of managing organizational operations and supervising staff and volunteers.
• Demonstrated financial experience and oversight.
• Strong attention to detail.
• Success in managing a multi-faceted workload.
• Strong verbal and written skills.
- Familiarity with, or openness to learning about, Jewish culture and traditions, and the rhythm of Jewish life including Shabbat, holidays, and life-cycle observances.
- Exceptional interpersonal and communications skills, and the ability to foster a warm, caring and respectful environment for congregants, prospective members and staff.
- Technologically savvy, including proficiency with QuickBooks, Microsoft Office, Adobe, and InDesign. Experience with ShulCloud a plus.
- Some scheduling flexibility in order to attend Board, staff, and committee meetings, and certain services and key events, some of which are during evening and weekend hours.

Please note that congregants of Dorshei Tzedek are not eligible for this position.

This is primarily an on-site position. Start date is flexible. Compensation range: $80,000-$95,000, plus benefits.

In addition to all the above, our ideal candidate is warm, personable, compassionate, diplomatic, comfortable with a highly diverse membership (including religious background, gender identity, sexuality, race, and economic class), and enjoys the challenge of handling a wide-ranging set of responsibilities.

Congregation Dorshei Tzedek is an equal-opportunity employer and seeks a diverse pool of candidates. BIPOC and members of the LGBTQ+ community are encouraged to apply. All staff members at CDT are required to be fully vaccinated unless there are extenuating medical circumstances. Please submit a cover letter and resume to: DOSearch@dorsheitzedek.org. Applications will be considered on a rolling basis.