

Executive Director

Temple Sinai

Summit, NJ

Temple Sinai is a warm, growing and dynamic 420 member unit, Reform Jewish congregation in Summit, NJ, approximately 25 miles west of New York City.

Our energetic and engaged URJ-affiliated congregation is committed to a spiritual experience built on a foundation of meaningful religious observance, inspiring worship, intellectual curiosity, lifelong learning and a deeply felt commitment to Tikkun Olam.

Befitting a congregation housed in what was once a family residence, our doors are open to all who seek a warm and inviting Jewish community. Drawn from more than 20 surrounding towns, our congregation represents a rich and diverse spectrum of Jewish life including people of color, multi-faith and interfaith couples and families, Jews by Choice, single parents, single people, those differently-abled and LGBTQ+ individuals and families. Our welcoming community nurtures personal connections through active participation in a vibrant synagogue life, enhanced by our growing early childhood education program and religious school.

Since the Temple's inception in 1952, we have had only four Rabbis. We believe that speaks to the cohesion and close collaboration among clergy, staff and congregants and to the inclusive and engaged nature of our community.

This is an opportunity for an energetic, compassionate, and well-organized professional who values collegiality and will work in close partnership with our clergy, congregants, volunteers, and staff to lead, nurture and enhance our congregation.

Come join our Sinai family.

The Position:

Temple Sinai is looking for an innovative Executive Director who functions as the chief operating officer responsible for all business affairs of the synagogue. The ED serves in a leadership role, reporting to the Senior Rabbi and the Temple President, while partnering with clergy and our professional staff to implement the synagogue's vision and meet the congregants' needs.

The position is responsible for the day-to day management of the human, financial, administrative, and physical resources of the synagogue, with a focus on continually strengthening operations. Together with the Senior Rabbi, the Board and synagogue committees, the ED leads and implements significant projects, events, and on-going offerings that provide the foundation of our community. This role partners with Board members and synagogue committees to ensure resources provide the needed support for Temple efforts, while ensuring operational and fiduciary integrity.

This position requires strong leadership, strategic planning, management skills and an ability to work with and support a diverse constituency. This position directly supervises a staff of 3.

Essential Duties and Responsibilities:

The Executive Director has a broad range of responsibilities that require a high level of professional competence in the following areas:

Organizational Leadership and Communications

- Participates in the strategic planning process for the Temple
- Creates annual operating plans and budgets and oversees implementation
- Assists in planning strategies for membership retention and growth
- Coordinates the pre-planning of the year's activities
- With clergy, staff, and Board support, expand, document, and update workflows and protocols to support Temple operations
- Develops and coordinates implementation of annual communication plan with support from the clergy, Board and Communications Committee
- Supervises acknowledgements and stewardship communications
- Builds and maintains positive relationships and supporting documentation with external constituencies
- Responsible for managing relationship with ShulCloud and consultants as-needed to maintain and optimize the website and Temple data

Financial Management and Development

- Manages the financial operations of the congregation including tracking member payments, partnering with outside accounting and payroll service (Kesef); manages General Ledger and administrative details for Temple financial accounts; and coordinates billing.
- Partners with Vice President of Finance to develop and adhere to annual budget
- Partners with Vice President of Development to advance, promote and execute annual and long-term fundraising activities.

Membership Relationship Management and Board Support

- Acts as the initial contact with prospective and new members
- Supports integration of new members and maintains accurate membership records
- Supports Board Members and Committee Chairs

Qualifications

- **Creative, strategic, and collaborative thinker**
- **Excellent communication skills**, both written and verbal
- **Relationship builder**-someone who displays empathy and understands the vital nature of building long-term relationships across with our members across generations
- **Ability to interact positively and effectively** with different constituencies and demographics
- **Strong organizational skills and attention to detail**
- **Team-oriented leader with supervisory experience**
- Experience and comfort with **budgets, financial management and donor relations**
- **Technologically agile**
- Ability to **multi-task** and to manage large projects
- **Knowledge** of Jewish holidays and lifecycle rituals

Applicants should send a letter of interest and resume to edsearch@templesinainj.org

Additional Info

Job Type: Full-Time

Education Level: Bachelor's Degree or equivalent

Experience Level: Director

Job Function: Administrative, Finance, Development

Annual Salary Range: 80,000 – 120,000

Congregation Size: 420 family units

Annual Budget / Revenue: Approximately \$2,000,000

<https://www.templesinainj.org/>

