

Chicago Sinai Congregation

Position Description for the Director of Engagement & Programming

Chicago Sinai Congregation (Sinai) is a progressive reform congregation of more than 600 families with a rich, 163-year history. We have an unwavering and award-winning legacy of commitment to *tikkun olam* through our social action and social advocacy. Sinai is committed to being a “house of prayer for all people” and was at the forefront of embracing interfaith couples and the non-Jewish spouses as full participants in congregational life and worship. Our community is drawn to our distinctive worship service and varied music experiences. We have committed lay leaders and rabbis that inspire spiritual growth and support life-long learning. In sum, we are a community with heart, in the heart of a major American city.

Director of Engagement and Programming

Sinai is looking for someone to work closely and collaboratively with Sinai’s professional staff, lay leadership, and volunteers to engage our community and connect people to each other, our synagogue, and to a meaningful Jewish identity.

We seek a person who will:

- get to know people individually and develop a deep understanding of our community,
- help to create a warm, caring and vibrant community where people feel welcome, known and valued,
- create and support programs and events that engage our community spiritually, socially and intellectually and inspire them to participate in all that Sinai has to offer,
- embrace a flexible work schedule with the understanding that they will, at times, need to work evenings, weekends, and on certain holidays. Sinai will offset these hours with time off during the days of the regular work week, and
- report to the Senior Rabbi.

Roles and Responsibilities

The roles and responsibilities of the Director of Engagement and Programming include:

- Meeting one on one with people and attending events, holiday celebrations, small group gatherings, and community meetings to get to know people individually and our community as a whole.
- Connecting people with existing programs, events, learning experiences and volunteer opportunities based on their interests and needs.
- Creating and implementing programs that provide meaningful opportunities for our community to connect with each other and with Jewish life.

- Onboarding and helping to integrate members new to our community.
- Coordinating “intentional hospitality” at all of our worship services, programs and events so that people feel welcome.
- Gathering and analyzing data and seeking feedback to track people’s interest, engagement, and participation so that Sinai can assess the effectiveness of our offerings.
- Communicating with professional staff and lay leadership insights about what people in our community need and are saying about their experiences at Sinai, and considering how Sinai might address concerns, enhance people’s experiences and strengthen relationships within our community.
- Serving as a staff liaison to Sinai’s Membership Committee, attending committee meetings, and collaborating to identify and attract new members as well as to engage and retain current members.
- Assisting in tracking prospective members and connecting with them to understand their interests and needs and inviting them to appropriate activities to learn about Sinai and engage with the community.
- Managing event and program revenue and expenses to meet budget.

Qualifications

Sinai is looking for a profession with the following qualifications and characteristics:

- Team player with a positive attitude who has a desire to grow and learn.
- Someone who is a “connector” with exceptional interpersonal skills.
- Strategic thinker, who understands synagogue life and organizational systems.
- Strong executive function skills with the ability to implement and improve processes and systems.
- Outstanding project manager, with excellent organizational skills.
- Effective collaborator with other professional staff, lay leaders, and volunteers.
- Strong proficiency in Microsoft Office, Google Suite, and CRM database tracking software.

- Preferred experience: working knowledge of major synagogue member management systems and firsthand experience using Shulcloud (the CRM Sinai currently uses).

Salary & Benefits

- Salary, based on experience: \$75,000 to \$85,000
- Benefits
 - Health insurance
 - Paid vacation and sick leave
 - Other standard benefits

We look forward to working with and welcoming the right person to our very special community!

Contact

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