

BETH EL SYNAGOGUE
1004 WATTS STREET
DURHAM, NORTH CAROLINA 27701
919-682-1238



Job Profile for Executive Director, Beth El Synagogue Durham, North Carolina

Who We Are

Beth El is a pluralistic community of over 300 members, and welcomes people who have diverse backgrounds, ideas, levels of knowledge, and observance. We are an egalitarian Conservative congregation and a member of the Southeast Seaboard District of the United Synagogue of Conservative Judaism. We offer an Orthodox Kehillah affiliated with the Orthodox Union for those who wish to worship according to that tradition.

Beit Knesset: A house of gathering

Beth El is a community where people feel a sense of belonging and want to be involved. Beth El Synagogue has a lively and active campus, where thoughtful, multigenerational programming reflects a multitude of community interests.

A Beit Midrash: A house of learning

Beth El instills a love of Torah and Talmud Torah, provides an environment of lifelong learning, and encourages its members to explore, to challenge and to grow.

A Beit Tefilah: A house of prayer

Beth El supports pluralism in the prayer life of the community.

A Beit Tzedek: A house of righteousness

Beth El is committed to observance of the mitzvot, to the principle of *Klal Yisrael* reaching out to all Jews, to the principle of *tikkun olam* which seeks to make the world whole through social and political action, and to the support *Eretz Yisrael*, the homeland of the Jewish people.

A Beit Mo'adim: A house of life cycle observance

Beth El provides its members, their friends and families a warm, supportive and caring environment in which to observe, celebrate and remember the turning points, the joys and sorrows that mark our lives.

A Beit Avodah: A house of service

Beth El is a place where members work together as a community, to build and sustain our congregation.

The Position

The Executive Director serves as the Chief Operating Officer of the Synagogue and works in close collaboration with our Rabbi and our Board to assure Beth El effectively provides for the collective needs of the congregation. Beth El's Executive Director is responsible for our synagogue's administrative, financial, and business operations, the operational maintenance of Beth El's physical plant and the support and inspiration of Board Members and Committee

Chairs in the execution of their duties. The Executive Director reports to Beth El's Rabbi and to the President of Beth El, supervises Beth El's administrative staff, and works with Beth El's Education and Youth Director and appropriate committees and Beth El Board members in executing day to day operations and planning. The Executive Director represents Beth El to the general public, current and prospective synagogue members, and is responsible for setting a friendly, warm and welcoming tone for all synagogue communications within and outside the Beth El community.

The principal duties and functions of the Executive Director include, but are not limited to, the following...

Administration: Manage day-to-day operations of Beth El; keep up-to-date Beth El documentation, including standard operating procedures, the Employee Handbook, job descriptions, Board manual and the organizational chart; coordinate and attend meetings of the Beth El Board, Executive Committee, Finance Committee, Development Committee on a regular basis and other committee meetings at the request of the Chair of the Committee; implement Beth El's policies as established by the Board; oversee the computer, calendar, and data management systems; hire, supervise, train, evaluate and manage Beth El office personnel; design and conduct regular staff meetings; pursue professional growth, including professional affiliations, conferences and continuing education.

Financial Management: Develop the annual budget in consultation with the treasurer, finance committee, the Rabbi, and Board; manage Beth El financial operations throughout the year, including accounts payable and receivable; provide monthly and annual financial reports; work with members who request adjusted annual dues; oversee the financial system, including payroll, benefits, taxes, utilities contracts, credit cards, check requests, and insurance; support and work collaboratively with the Beth El Board and volunteers in fundraising.

Fundraising/Development: Work with lay leadership to coordinate fundraising efforts including annual and ongoing support, bequests, capital and in-kind gifts. The Executive Director should have proven person-to-person solicitation experience and be capable of training lay leadership to raise funds in support of the synagogue.

Facilities Management: Manage facilities operations and coordinate with vendors and contractors on building maintenance, repair, and renovation as appropriate; oversee maintenance and use of kosher kitchens; manage relationships with entities renting Beth El facilities.

Programming and Membership: Coordinate various synagogue committees and groups to plan and implement robust social and educational programming for Beth El members and prospective members; maintain synagogue calendar and participate in programming for bar/bat mitzvahs, weddings, receptions and community events, synagogue events, school and youth activities, Shabbat and holiday programming, synagogue and committee meetings; support bar/bat mitzvah families in planning of; work with lay leadership on high holiday service honors; encourage volunteer involvement in programming, services, and other needs; provide training opportunities for Board and committee members.

Communications and Community Relations: Foster a warm and caring environment so that congregants, potential members, lay leaders, volunteers and staff feel welcomed, respected, nurtured and appreciated; manage marketing efforts, including publicizing Beth El through our web site, newsletter and other printed and electronic media; establish cooperative relationships

with community groups and organizations, including the local Jewish Federation, area synagogues and the Conservative movement; represent the programs and point of view of Beth El to outside agencies, organizations and the general public.

Staff Supervised

The Executive Director supervises Beth El's administrative staff and manages and supports volunteers. The Executive Director also coordinates various vendor and contractual relationships that provide for things such as facilities maintenance and repairs, etc.

The Successful Candidate

The candidate we are seeking is a dynamic and experienced manager who is interested in assuming a key leadership role in supporting our vibrant, welcoming, and growing congregation.

Qualifications:

Required Experience:

- Bachelor's degree;
- Leadership role(s) managing people, programs and events;
- Significant budgeting and financial management;
- Developing and executing fundraising and development campaigns;
- Significant use of Microsoft Office applications and web-based technology including online payment tools and communications tools;
- Web site maintenance and social media;
- Managing basic contracts and vendor relationships.

Required Capabilities:

- To build and sustain relationships with diverse constituencies;
- To use or learn new, relevant computer applications and tools;
- To nurture, support and coordinate the work of volunteers;
- Familiarity with Jewish ritual, holiday and life-cycle traditions;
- Strong written and oral communications skills;
- To work evening and weekend hours as needed to attend Synagogue meetings and events.

Desirable (but not required):

- Relevant Master's degree or certificate in non-profit management;
- Experience working in a non-profit setting;
- Experience/exposure working for or volunteering with a synagogue or other Jewish service organization;
- Experience using software to manage congregations or membership administration.

The Community

Durham is a colorful, creative, and entrepreneurial community that continuously earns accolades as one of the best places in the world to visit, live, and do business. With nationally acclaimed restaurants, shopping, historical sites, and myriad other things to do, Durham is the place where great things happen. A significant portion of our congregation comes from Chapel Hill, a town that continually receives accolades for being a top location to visit, live and do business. The A & E television channel recently recognized Chapel Hill as the #2 city in their “Top Ten Cities to Have it All” and Money magazine rated the town as the #1 “Best Place to Live in the South.” Durham-Chapel Hill is part of what is known as the Research Triangle, home to the Research Triangle Park that is one of the nation's fastest-growing high-tech centers. Residents of the Durham-Chapel Hill area can easily take advantage of the many cultural amenities of nearby Raleigh, NC.

Centrally located in the state, Durham offers a convenient departure point for day trips to explore all that the beautiful State of **North Carolina** has to offer--from the breathtaking scenery of the Blue Ridge Mountains to the gentle, breaking waves of our ocean coastline.

Our Compensation and Benefits

Beth El offers a competitive salary and generous benefits package as summarized below. More specific information on benefits can be provided to candidates invited for interview.

Salary: \$50's, depending on experience and education

Benefits: health insurance stipend, professional development allowance, professional dues, retirement plan with employer contribution, synagogue dues, religious school tuition discount, flexible spending account for health spending/childcare and/or eldercare, paid vacation/sick leave/family leave, paid holidays

To Apply

Interested candidates should e-mail a cover letter and resume to: edsearch@betheldurham.org
Applications will be kept in confidence and reference checking will only be performed with permission of the candidate.

For More Information

For more information on the Beth El Synagogue, visit us on the web at:

<http://www.betheldurham.org>

Beth El Synagogue is affiliated with the Conservative movement. For more information on the Conservative Movement, visit <http://www.conservativejudaism.org/>