



THE NAASE-USCJ JOINT PLACEMENT COMMISSION
Executive Director Placement Application

Date: **June 2, 2022**

Name of Congregation: **Beth Chaim Congregation** Address: **1800 Holbrook Drive,
 Danville, CA 94506**

Phone: **(925) 736-7146**

E-mail: **info@bethchaim.com**

President: **Jonathan Corr**
Jonathan.corr@gmail.com

Phone: **925-768-3069**

E-mail:

Name of the Personnel Committee Chair: **Carl Oronsky**
cro9@cornell.edu

Phone: **415-690-6578**

E-mail:

The previous Executive Director: **N/A**

Served the congregation from: to

Reason(s) for the existing vacancy:

Has he/she been informed that your synagogue is seeking a replacement?

If not, when do you intend to notify him/her?

When does incumbent's contract expire?

If he/she has been informed, is the termination of the incumbent's contract agreeable to both parties?

Person to receive candidate referrals is: Name: **Carl Oronsky**

E-mail address: **cro9@cornell.edu** Daytime phone: **415-690-6578**

INFORMATION ABOUT THE CONGREGATION

Number of Members **200**

Annual Operating Budget

800K

United Synagogue District/Region

Number of Professional Staff Members

Rabbi(s) **1**

Cantor(s) **None**

Education Director **1 (also a Rabbi)**

Youth Director

Ritual Director

Program Director

Others (List Please) **Administrative assistant (2), bookkeeper**

Size of the Office Staff (Please list by categories) **4**

Size of the Maintenance Staff (Please list by categories) **1**

INFORMATION ABOUT THE POSITION

Describe the duties of the Executive Director (If you wish, attach a job description –Word .doc or .rtf)

List special qualifications required of the Executive Director (This too, can be included in a separate attachment file.)

Annual salary range for the Executive Director \$ **80,000 – 100,000**

NOTE: A number of congregations have asked us, “Why do you request a salary range for the placement listing?” The reason is that while professional compensation is certainly a negotiated matter between the congregation and the candidate, by providing a salary range the potential candidates have an opportunity to judge the viability of the position before both parties spend time and effort only to find that it might not be economically possible for the candidate to accept an offer. Also, the congregation runs the risk that viable candidates do not apply, because of the missing information that might motivate their interest. So, our experience tells us that supplying sufficient compensation information, even if only a salary range, proves to be helpful to the congregation as well, in knowing that candidates who apply are expressing an informed interest.

In addition to the salary shown above, the congregation provides the following benefits:

☒ Health Insurance

☒ Life Insurance

☐ Unemployment Insurance

☐ Professional Development Allowance

☒ Disability Benefits

☒ Other: retirement plan

☐ Pension Plan

Describe:

When will employment commence? **ASAP**

What else does an applicant need to know about your congregation, the position or your city?

We are a nonaffiliated synagogue located in a suburb of the San Francisco Bay Area

CERTIFICATION

All correspondence will be by e-mail. Please note that the congregation will be responsible for the travel expenses of any candidate asked to meet on-site with the congregation's Search Committee. Further, the Joint Placement Commission serves as a clearing house to disseminate information supplied by the congregation to potential candidates, and does not endorse or rate any candidate. It is totally the responsibility of the congregation to perform

and complete its due diligence in researching and validating the background, experience and any claims made by candidates under consideration by the congregation.

_____**Carl Oronsky**_____
Signature of synagogue officer making this submittal

_____**June 2, 2022**_____
Date

**Please save this completed document file as “Congregation Name City.doc”
and then e-mail it to Placement@NAASE.org.**

Executive Director Job Description

The Opportunity:

Beth Chaim Congregation (BCC) is searching for a full-time Executive Director to serve as the chief administrative officer, working in partnership with the clergy, staff, and Board of Directors to pursue our mission and vision while running an efficient and healthy organization. Start date: approximately August 1, 2022.

Who We Are:

We welcome with warmth all who seek a connection to Jewish life regardless of their religious beliefs and experiences. We **embrace Jews of all backgrounds** as well as those new to Judaism and **interfaith relationships**, and meet our congregants wherever they are on their Jewish journey. We nurture spiritual growth through a Jewish lens, and understand that we are part of a long tradition of social justice, caring for others, prayer, questioning, and spiritual fulfillment

Who You Are:

You are collaborative, creative, a dynamic team member and respected business leader. You are an out of the box thinker who can inspire our community to reach new heights of membership growth, and act as an ambassador for BCC as we look to further grow our relationship with the community at large. You share our values and have an understanding of Judaism and Jewish organizations. You enjoy a relaxed work environment, engaging closely with your colleagues and for your work life to be building a better world for all. You have experience in management positions with a strong background in not-for-profit, membership-based organizations, fundraising, and donor relations/development. Your management skills and experience should include human resources and employee benefit management, financial acumen, marketing, and customer relations.

Duties include:

1. Partnering with clergy, professional staff, and lay leaders to develop, execute and evaluate policies, and to build and manage the human, financial and physical resources of the synagogue.
2. Working collaboratively with lay leadership on membership recruitment and growth, integration and retention activities.
3. Leading all fundraising efforts, as well as all long-term financial planning activities and campaigns. Individual must have experience with writing grant applications and building/creating endowment plans
4. Managing the congregation's administrative and financial affairs, including supervisory responsibility for facilities management, administrative, religious school, and outside contracted personnel:

- a. Hiring, training and supervision of office staff, including paid and volunteer staff
- b. Coordination of support to Board of Directors, Committee Chairs, and Clergy
- c. In Partnership with the Treasurer and Director of Finance, oversight of all financial activities, including (but not limited to): Payroll, Accounts Receivable/Payable, Tax filings, budgeting etc.
- d. Coordination of logistics for programming activities
- e. In partnership with Director of Education and Principal, oversight of all activities related to our Beit Midrash religious school program

5. Other duties as assigned

Special skills:

- Familiarity with Microsoft Office software (Word, Excel, PowerPoint)
- Familiarity with CRM software products, and bookkeeping products such as QuickBooks
- Good understanding of Online marketing tools and social media, and how to maintain/update a website