



**THE NAASE-USCJ JOINT PLACEMENT COMMISSION**  
**Executive Director Placement Application**

Date: **2/23/2023**

Name of Congregation: **Congregation Adath Jeshurun**

Address: **2401 Woodbourne Ave, Louisville, KY 40205**

Phone: **502 458-5359**

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

President: **Cybil Flora**

Phone: **5027941469**

E-mail: **cflora@adathjeshurun.com**

Name of the Personnel Committee Chair: **Felissa Goldstein**

Phone: **4045396333**

E-mail: **gakiddr@gmail.com**

The previous Executive Director: **Robin Silverman**

Served the congregation from: **1988 to 2023**

Reason(s) for the existing vacancy: **Retirement after 35 years**

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

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

When does incumbent's contract expire? **June 2023**

If he/she has been informed, is the termination of the incumbent's contract agreeable to both parties? **Yes, she is retiring after 35 years**

Person to receive candidate referrals is: Name: **Felissa Goldstein**

E-mail address: **gakiddr@gmail.com**

Daytime phone: **4045396333**

**INFORMATION ABOUT THE CONGREGATION**

Number of Members **390**

Annual Operating Budget **2.6 million**

United Synagogue District/Region **Central District**

Number of Professional Staff Members

Rabbi(s) **2 (1 retiring in June)**  
**Hebrew School**

Cantor(s) **1** Education Director: **Community**

Youth Director **0**

Ritual Director **0**

Program Director **0**

Others (List Please) **Facilities Manager, Communications Coordinator, Administrative Assistant, Melton Director**

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

Size of the Maintenance Staff (Please list by categories) **Contracted to an outside agency**

### INFORMATION ABOUT THE POSITION

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

List special qualifications required of the Executive Director (This too, can be included in a separate attachment file.)  
**Please see attached job description.**

Annual salary range for the Executive Director \$ **75,000 – 90,000**

**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:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Health Insurance    | <input type="checkbox"/> Life Insurance                     |
| <input type="checkbox"/> Unemployment Insurance         | <input type="checkbox"/> Professional Development Allowance |
| <input checked="" type="checkbox"/> Disability Benefits | <input type="checkbox"/> Other:                             |
| <input checked="" type="checkbox"/> Pension Plan        | Describe:   |

When will employment commence? **April 2023 so that the new Executive Director overlaps with our current executive director.**

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

**A wealth of information may be found on the congregation’s website, [www.adath.jeshurun.com](http://www.adath.jeshurun.com).**

**AJ has a history of longevity. The synagogue has been in existence since 1851, and recently hired only its fourth rabbi since 1917. Rabbi Robert Slosberg has**

been the Congregation's rabbi since 1981. He will be retiring after 42 years of service in June 2023. Rabbi Joshua Corber has recently been hired to succeed him. Cantor David Lipp began his service at AJ in 1994. Our current Executive Director is retiring in June 2023 after 35 years of service.

Adath Jeshurun's contemporary synagogue building is newly renovated and located in a neighborhood surrounded by a beautiful park system. The Congregation is very active with life-cycle events, holiday programs, worship services, and educational opportunities. Services and programs take place both in-person and online.

A comprehensive study of the Louisville Jewish community was completed in September 2022, and may be viewed at [jewishlouisvillestudy.org/](http://jewishlouisvillestudy.org/)

A video of information about Louisville, Kentucky may be viewed at <https://www.youtube.com/watch?v=WjYbQ5T8hhY>. Louisville just elected a new mayor, Craig Greenberg, who is a member of Adath Jeshurun.

#### **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.

*Felissa P. Goldstein*, Adath Jeshurun Vice-President \_\_\_\_\_ 2/22/2023 \_\_\_\_\_  
Signature of synagogue officer making this submittal \_\_\_\_\_ Date

Please save this completed document file as "Congregation Name City.doc"  
and then e-mail it to [Placement@NAASE.org](mailto:Placement@NAASE.org).



## **JOB DESCRIPTION: EXECUTIVE DIRECTOR CONGREGATION ADATH JESHURUN**

**2401 Woodbourne Avenue ■ Louisville, Kentucky 40205 ■ [www.adathjeshurun.com](http://www.adathjeshurun.com)**

Congregation Adath Jeshurun, a vibrant, egalitarian Conservative congregation of 390 families in Louisville, Kentucky is seeking an energetic, talented, and dedicated leader to serve as our next Executive Director (ED). The Executive Director position is an incredible leadership opportunity for an experienced professional who is a strong and decisive manager and passionate about Judaism and people. This position will work with the staff, clergy, and Board of Trustees to engage, galvanize, and inspire AJ's members. The Executive Director will join a warm and welcoming synagogue community, and will help sustain the synagogue in the years to come.

### **Overview:**

The Executive Director oversees all administrative affairs of the synagogue including staff, finances, facilities, and membership relations, and is an integral part of the synagogue community. The ED works collaboratively with the clergy, other synagogue staff, the Board of Trustees, lay leaders, and members of the Congregation to ensure that the synagogue is an efficient and sustainable organization which values education, good deeds, spiritual growth, and people. The ED will report to the Board of Trustees. Candidates should have prior experience in administrative leadership, and be able to work full time in the synagogue office. A deep knowledge of Jewish customs and life cycle events is preferred. Involvement in many activities of the synagogue is essential. The ED will participate in select additional meetings in addition to regular business hours including Executive Committee meetings and Board of Trustees meetings on the second and fourth Thursday evenings of every month. Furthermore, the Executive Director will serve as spokesperson for Congregation Adath Jeshurun.

### **Key Responsibilities:**

- As Team Leader & Human Resources Manager, the Executive Director oversees all staff members, providing structure, supervision, and support. This position oversees the day-to-day operations of the synagogue, including all programs, events, services, holidays, and facility rentals. The ED interfaces with members and prospective families including recruitment of new members, coordination of lifecycle events, and consultation on financial obligations.
- As Operations Manager, the ED will ensure that systems are maintained to handle membership data, dues collections, publications, website, calendar, holiday arrangements, yahrzeit information, cemetery operations, and other materials for the smooth operation of the synagogue. The Executive Director works with the Facilities Manager and House Committee Chair to oversee the synagogue facilities including event scheduling, building maintenance, and repairs, as well as facility and grounds security, working closely with outsourced resources. This position collaborates with the synagogue's Accounting Manager, Treasurer, and President to manage the synagogue's budget and finances. The ED integrates the synagogue calendar with the Louisville Jewish Community Calendar, and serves as editor for all external communications, community outreach efforts, marketing, and online presence.

- As Strategist, the Executive Director works to establish policies that support the long-term operational health of the Congregation including fiscal matters, volunteer development, communication needs, and staffing requirements. This includes overseeing grant-writing, coordinating donor development, and participation in fundraisers. The position develops and implements processes in the synagogue office to optimize productivity, efficiency, and sustainability. The ED collaborates with the rabbi to establish and run staff meetings. The Executive Director ensures that operations are conducted in accordance with the synagogue's bylaws. In addition, the Executive Director will facilitate board members' understanding of their roles and responsibilities.

#### **Qualifications & Skills:**

- Superior interpersonal and written communications skills.
- Highly organized and detail oriented with robust multi-tasking skills.
- Experience in operational, facility, and administrative management.
- Experience in a membership-focused environment in the not-for-profit sector.
- Knowledge of financial and budgeting practices.
- Flexibility and a good sense of humor when unplanned or difficult situations arise.
- Ability to handle confidential and sensitive matters with discretion and professionalism.
- Ability to operate with a high degree of integrity.
- Familiarity with Jewish customs and holiday celebrations, or a willingness to learn.
- Proficiency in Microsoft Office and QuickBooks is required.
- Proficiency in website management, social media, and ShulCloud is a plus.
- Available to work full-time in the Synagogue Office.
- Available to work on Jewish holidays, weekends, and some evenings.
- Bachelor's degree required. Master's degree in a related field a plus.

#### **Compensation:**

- Based on education and experience.
- Relocation assistance negotiable.

#### **Benefits:**

- Paid Federal and Jewish holidays.
- Paid vacation.
- Synagogue pays 50% of health insurance premium.
- Dental and Vision insurance coverage available as a payroll deduction.
- Discount available in the AJ Preschool.
- Participation in Long-Term and Short-Term Disability insurance.
- Participation in Section 125 Cafeteria Plan.
- Participation in 403-B Pension Program.
- Complimentary synagogue membership.

#### **To Apply:**

Candidates should email a resume and cover letter to Synagogue Vice-President, Dr. Felissa Goldstein at [gakiddr@gmail.com](mailto:gakiddr@gmail.com).