



**THE NAASE - USCJ JOINT COMMISSION FOR
THE PLACEMENT OF EXECUTIVE DIRECTORS
Courtesy Listing for Non-USCJ-affiliated Congregations**

Date: February 8, 2023

Name of Congregation:

Address:

Sephardic Bikur Holim

6500 52nd Ave S., Seattle, WA 98118

Phone: 206-723-3028 E-mail: info@sbhseattle.org

President: Miri Tilson

Phone: 310-418-2452 E-mail: miri.tilson@gmail.com

Name of the Personnel Committee Chair: David Benezra Phone 818-731-1215 E-mail: david@norwestagency.com

The previous Executive Director: new position

Served the congregation from: to

Reason(s) for the existing vacancy:

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: Jack Gottesman E-mail address: jackg@iko.com Daytime phone: 847-894-4303

INFORMATION ABOUT THE CONGREGATION

Number of Members 280 Annual Operating Budget \$850,000

Number of Professional Staff Members:

Rabbi(s) 1 Cantor(s) 1 Education Director

Youth Director 1 Ritual Director Program Director

Others (List Please)

Size of the Office Staff 1

Size of the Maintenance Staff 1

INFORMATION ABOUT THE POSITION

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

See Job Description

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

See Job Description

Annual salary range for the Executive Director \$ 90,000 - \$115,000

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 type="checkbox"/> Disability Benefits | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Pension Plan | Describe: |

When will employment commence? As agreed to with the selected person

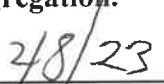
What else does an applicant need to know about your congregation, the position or your city?

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.



Signature of synagogue officer making this submittal



Date

Please save this completed document file in the format as "CongregationName-City.doc" and then e-mail it to Placement@NAASE.org.

NAASE ~ 3080 Broadway (#B208) ~ New York, NY 10027 ~ Voice/Messaging (215) 872-2007 ~ office@naase.org

Affiliated with the United Synagogue of Conservative Judaism, MERCAZ, the Jewish Theological Seminary, and the JProc Network

Sephardic Bikur Holim is a 100+ year old Orthodox Sephardic synagogue located in the Seward Park community of Seattle. Our dynamic 275-family congregation follows the Ottoman Sephardic traditions brought to this country near the turn of the 20th century from many cities in Turkey.

We are looking for a self-motivated, take-charge Executive Director who has the experience, ability, and desire to be part of our mission driven leadership team.

The candidate must possess excellent communication, personnel management, and collaborative skills with an ability to develop strong relationships with the Rabbi, Hazzan, Education / Youth Director, office staff, grounds staff, volunteers, lay leadership, and our sister synagogue communities. The ideal candidate will appreciate the mission and vision of the congregation, but be truly energized by the details and by the process of getting them right. The applicant must also be able to interact with congregants in a professional, caring, empathetic, and sensitive manner.

POSITION SUMMARY

The role of Executive Director is a critical element in the success of our Synagogue. The ED has supervisory responsibility for all administrative, financial, office, and building maintenance functions, and is a key point of contact for members and prospective members. The position is mostly inward-facing. The ED leads programming logistics, Security, Grant Writing, and Capital Campaigns, and collaborates with the clergy, professional staff, and lay leaders to develop, execute, and evaluate policies in support of the congregation's Strategic Plan.

The Executive Director takes direction from and is accountable to, the President of the congregation and the Board of Trustees, reporting directly to the President. Dotted line reporting relationship to the Rabbi.

AREAS OF RESPONSIBILITY

1. Administration and Operations - 30%

Leads all ongoing synagogue operations and provides support to the clergy and other professional staff, consistent with the synagogue's priorities and vision. Oversees all internal operating and software systems, including our likely upcoming migration to ShulCloud, and QuickBooks, Attends and reports as necessary at meetings of, and provides administrative support to, the Board of Trustees and synagogue committees. Manages building and facility issues, including overseeing security procedures and 3rd party security services. Manages contracts, including insurance policies, and vendor relationships. Maintains excellent relationships with bankers, insurance brokers, accountants, and attorneys.

2. Program Management and Logistics - 30%

Oversees and coordinates office resources, facility use, logistics, and scheduling of all religious services, programs and events, including member life cycle and any third-party events to be held at the synagogue. Maintains accurate calendar for all services, programs and events. Responsible for all logistics and administrative tasks for High Holy Days. Includes coordination of external vendors, staff assignments, member communications, and lay leadership involvement.

3. Finances and Human Resources - 20%

Oversees all financial management and accounting and ensures the implementation of and adherence to fiscal controls and procedures. Together with the Treasurer and Finance Committee prepares the annual budget as well as overseeing periodic Capital Campaigns. Oversees payments to vendors and approves invoices. Reviews monthly financial reports and provides analysis for the Treasurer, Board and appropriate committees. Supervises, evaluates, and supports the members of their team which includes our Office Manager, Building Maintenance Manager, Youth Director, and Volunteers. Reviews and approves payroll. Responsible for collections and for making financial arrangements for congregants. Manages the coordination and administration of employee benefits. Update the Employee Handbook and relevant financial and human resources policies Leads weekly staff meetings to facilitate communication and implementation of all SBH events and services.

4. Membership - 10%

Works with the BOD and other lay leadership to develop and implement a strategic plan for membership growth, retention and engagement. Responsible for congregant database (ShulCloud) management, maintaining accurate member records, and reporting to clergy, professional staff and lay leaders as needed. Ensure engagement component to major programs; leading engagement staff and working directly on programming as needed. Oversees all membership functions. Coordinates and manages the annual membership renewal process, all member communications.

5. Facilities and Grounds - 10%

Responsible for all facility operations including grounds, building maintenance, usage, facilities renovation and repairs, and vendor management. Oversees security for the campus and all services, programs and events.

QUALIFICATIONS

Requires a minimum of five years in management, school administration, Jewish Federation, Jewish Campus Programs, Non-Profit Operations Leadership, or equivalent type of position. Must have project management experience and manage effectively through timelines and schedules. A Business degree is strongly preferred and will support the success of the candidate. This role has a significant diversity of responsibilities and we're looking for someone who thrives on variety, has strong organizational skills, and an ability to lead and coordinate a team of employees and volunteers. A basic understanding of small business accounting and reporting is important. Must have an openness to learning, understanding and working in sync with all components of the synagogue. Knowledge and awareness of Jewish rituals, customs and culture is helpful and will accelerate the onboarding process. Non-profit training or degree is beneficial. Grant writing, payroll, facilities and non-profit board experience are beneficial.

The pay range for this position is \$90,000 to \$115,000 annually based on qualifications and includes a competitive benefits package.

Please send a cover letter and resume to Search Committee Chair Jack Gottesman (jackg@iko.com).