



## THE NAASE-USCJ JOINT PLACEMENT COMMISSION

### Executive Director Placement Application

Date: **3/1/2023**

Name of Congregation: **Temple Shalom in Colorado Springs, CO**

Address: **1523 E. Monument Street Colorado Springs, CO 80909**

Phone: **719-634-5311**

E-mail: **admin@templeshalom.com**

President: **Robert Grossman**

Phone: **no calls**

E-mail:

**president@tempelshalom.com**

Name of the Personnel Committee Chair: **Carolyn Geiser**

Phone: **no calls**

E-mail:

**searchTSCS@gmail.com**

The previous Executive Director: **Elayna Rathmann**

Served the congregation from:

**2003 to 2023 (in several different positions-ED from 2013-2023)**

Reason(s) for the existing vacancy: **Retirement**

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 30**

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

Person to receive candidate referrals is: Name: **Carolyn Geiser, Search Committee Chair**

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

Daytime phone: **No calls**

### INFORMATION ABOUT THE CONGREGATION

Number of Members **230**

Annual Operating Budget **500,000-1,000,000**

United Synagogue District/Region **Mountain States**

Number of Professional Staff Members

Rabbi(s) **Rabbi Jay Sherwood**

Cantor(s) **NA** Education Director **OPEN**

Youth Director

Ritual Director

Program Director

Others (List Please)

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

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 )  
**attached**

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

Annual salary range for the Executive Director \$ **65,000 – 70,000** starting

**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

X Professional Development Allowance

☐ Disability Benefits

☐ Other:

☐ Pension Plan

Describe:

When will employment commence? **May 1, 2023**

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

## 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.



3/1/2023

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).



## *Is looking for our next Executive Director*

### **What Temple Shalom and Colorado Springs offer:**

Temple Shalom is a small, diverse, and welcoming synagogue seeking an Executive Director. We are located at the foot of Pikes Peak, in the *heart* of Colorado Springs. Aligned with the principals of the Reform and Conservative Jewish movements, our synagogue has a long history in the community. Join our Temple Shalom family and live in Colorado Springs, rated number 2 in the nation on the annual *Best Places to Live* list.

### **General Position Description:**

The Executive Director (ED) of Temple Shalom is the organization's primary non-clergy representative. The ED serves as the chief administrative officer of the congregation in accordance with the principles, guidelines and objectives set forth by the Board of Directors and the By-Laws of the Temple, which may be modified from time to time, and is an ex-officio member of the Board of Directors and other committees as directed by the Board. The ED provides the day-to-day management of Temple fiscal and administrative affairs and will have direct supervisory authority over all administrative, clerical, and building maintenance personnel. The ED works in partnership with clergy, professional staff, and lay leaders in managing the human, financial and facilities resources of Temple Shalom. It is incumbent on the ED to form mutually beneficial and trusting relationships with internal and external Temple Shalom stakeholders in the service of the needs of the Congregation and the larger Jewish community in and around Colorado Springs.

### **Qualifications:**

- Bachelor's degree in non-profit administration or Certificate as Fellow in Temple Administration or equivalent
- Five years senior-level management/leadership experience in synagogue or ten years non-profit leadership experience
- Technical competence in office software and knowledge of streaming on resources, such as YouTube
- Professional experience must include fiscal management of an organization or discrete department with an operating budget of no less than \$500,000.
- Demonstrated experience leading and managing strategic priorities to advance the mission and goals of a non-profit organization.
- Fundraising experience and excellent donor-relation skills
- Strong written and spoken communication, with engaging public speaking skills.

- Expertise and experience leading an organizational culture of Diversity, Inclusivity, Equity, and Access with a vision to continually learn and evolve.
- Strong work ethic, able to succeed in a fast-paced, high-visibility, sometimes emotionally stressful environment.
- Collaborative leadership approach and ability to successfully engage different workstyles.
- Strategic mindset with demonstrated experience in developing and supporting long-range strategic plans.
- Excellent judgement and creative problem-solving skills, including negotiation and conflict resolution skills.
- Preference for someone with experience in the Jewish professional space.

Key Responsibilities include, but are not limited to:

- Serve as primary organizational staff resource to Board of Directors and its Committees.
- Work with Board of Directors and Executive Committee as needed to develop and implement meeting agendas, including but may not be limited to regularly scheduled meetings, Congregational meetings, and other such functions over which the Board, in part or full, may preside.
- Demonstrate technical and content expertise with budget.
- Responsible for all financial activities, including but not limited to billing, collections, and disbursements.
- In collaboration with Temple Treasurer, prepare and present monthly financial budget and analysis to the full Board.
- Maintain the property in good condition by authorizing necessary repairs, replacements, and maintenance, and making recommendations to the Board when extraordinary expenditures are required per the By-Laws.
- Maintain and nourish communications with all synagogue stakeholders and the community at large.
- Ensure sound human resource and management practices and policies are in place and conducted in alignment with Temple Shalom's core values.
- Coordinate all safety and security measures relating to Temple Shalom activities.
- Communicates with internal/external stakeholders, ensuring messaging amplifies the mission, programs, and impact in accordance with the values of Temple Shalom.
- Ability to work a flexible schedule as needed to participate in day, evening, and weekend events as required.
- Willingness to ask questions, learn, and constructively share and accept feedback.
- Other duties as required in coordination with Board of Directors of Temple Shalom.

Additional Information: Paid holidays. Paid time off. Congregation size: 230 families

Salary range: \$65,000-\$75,000 Working in Colorado Springs, at the foot of Pikes Peak

Start date: 1 May 2023

Please send letter of interest and résumé to [SearchTSCS@gmail.com](mailto:SearchTSCS@gmail.com)