



THE NAASE-USCJ JOINT PLACEMENT COMMISSION
Executive Director Placement Application

Date: **4/17/2023**

Name of Congregation: **Congregation Beth Israel** Address: **15 Jamesbury Drive,
Worcester, MA 01609**

Phone: **508-756-6204**

E-mail: **finance@bethisraelworc.org**

President: **Greg Weiner**

Phone:

E-mail:

Name of the Personnel Committee Chair:

Phone:

E-mail:

The previous Executive Director: Served the congregation from: to

Reason(s) for the existing vacancy:

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

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: **Beth Cyr**

E-mail address: **finance@bethisraelworc.org** Daytime phone: **508-756-6204**

INFORMATION ABOUT THE CONGREGATION

Number of Members **214** Annual Operating Budget **750K**

United Synagogue District/Region

Number of Professional Staff Members

Rabbi(s) **1** Cantor(s) **0** Education Director **1**

Youth Director **1** Ritual Director Program Director

Others (List Please)

Size of the Office Staff (Please list by categories) **3 Admin, Finance, HR & Bookkeeper, ED**

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 **\$ 75,000 – 95,000**

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:

☐ Pension Plan

Describe:

When will employment commence? **asap**

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

4/17/23
Date

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

Executive Director Congregation Beth Israel

Worcester, MA

Congregation Beth Israel, a vibrant Conservative synagogue in Central Massachusetts with approximately 200 member units, seeks a passionate Executive Director to serve as its senior staff leader working in partnership with clergy and lay-leadership to meet the religious, educational, and communal needs of its growing congregation as the congregation approaches its second century. The Executive Director serves a key role in advancing the mission of the synagogue to “Welcome. Engage. Inspire. Grow.”

The Executive Director (ED) works collaboratively with the clergy, officers, board of directors, and committee chairs. The ED has primary responsibility for synagogue operations and administrative affairs, including staff, finances, facilities, and membership relations. The ED manages and oversees the day-to-day operations of the synagogue, including all programs, events, services, shabbat kiddush, and holiday programs; working with clergy, staff and lay leaders to plan and coordinate logistical aspects of major holidays and events.

The ED works with the VP of Finance and relevant committees in the management of annual and long-range financial planning, making recommendations for infrastructure, personnel, and systems changes as needed. The ED also supervises all aspects of finance including accounts receivable and payable, payroll, and dues. In partnership with lay and other professional staff, the ED assists with grant writing and fundraising. All administrative, bookkeeping, and maintenance staff report to the ED. The ED conducts personnel reviews and is responsible for human resources compliance. The ED welcomes new members, informs, and assists in recruitment of prospective members, and is a key point of contact for current members.

The ED shares the responsibility of oversight for internal (BI) and external (greater community) communications and helps the synagogue maintain a positive image among staff, congregants, and the community. Together with clergy, the VP of education, and others, the ED plans, develops, and implements adult education programming,

Qualifications

- The Executive Director must possess excellent interpersonal and organizational skills to facilitate working with a congregation spanning all ages and varying styles of Jewish practice; a solid foundation in fiscal and facilities management; managing/mentoring personnel and team building; be a self-starter, detail oriented and creative problem solver.

- Minimum of three years of management experience in a membership-focused environment.
- Ability to handle confidential and sensitive matters with maturity, discretion, and professionalism.
- Proficiency in Microsoft Office Suite and QuickBooks is required; proficiency in website management, social media and Shul Cloud is a plus.
- Experience with event management is a plus.
- The successful candidate requires some scheduling flexibility in order to attend Board, staff, and committee meetings, and certain services and key events, some of which are during evening and weekend hours.
- Personal familiarity with Jewish synagogue practice, Jewish culture, tradition, and life cycle events is a requirement.

Salary ranges from \$75,000 to \$95,000 per year, depending upon experience. The synagogue offers vacation as part of its compensation package. Medical and dental benefits are negotiable.

If you don't have all the qualifications listed but are extremely organized, passionate about our mission, and believe you have applicable and transferable skills from other industries, we encourage you to apply for this position.

Send cover letters and resumes to Manager of HR and Finance, Beth Cyr, at finance@bethisraelworc.org.