



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

Date: **5/1/23**

Name of Congregation: **Congregation B'nai Tikvah** Address: **25 Hillcroft Way, Walnut Creek, CA 94597**

Phone: **925-933-5397**

E-mail:

President: **David Ratner**  
**bnaitikvahpresident@gmail.com**

Phone:

E-mail:

Name of the Personnel Committee Chair: **John Rubenfeld**  
**John.Rubenfeld@bankofthewest.com**

Phone:

E-mail:

The previous Executive Director: **Keren Smith** Served the congregation from: **2021 to 2023**

Reason(s) for the existing vacancy: **moved to another congregation**

When does incumbent's contract expire? **expired**

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: **Tami Welch-Robinson**  
phone: **925-933-5397**

E-mail address: **tami@tikvah.org** Daytime

**INFORMATION ABOUT THE CONGREGATION**

Number of Members **310**

Annual Operating Budget

Number of Professional Staff Members:

Rabbi(s) **1**

Cantor(s)

Education Director **1**

Youth Director

Ritual Director

Program Director

Others (List Please)

Size of the Office Staff **2**

Size of the Maintenance Staff

## 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, in job description**

Annual salary range for the Executive Director \$ **115,000 – 125,000**

**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 checked="" type="checkbox"/> Unemployment Insurance | <input type="checkbox"/> Professional Development Allowance |
| <input checked="" type="checkbox"/> Disability Benefits    | <input type="checkbox"/> Other:                             |
| <input type="checkbox"/> 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

5/1/23  
\_\_\_\_\_  
Date

**Please save this completed document file in the format as “CongregationName-City.doc”  
and then e-mail it to [Placement@NAASE.org](mailto:Placement@NAASE.org).**

**Title:** Executive Director  
**Job Type:** Full-time with medical benefits  
**Location:** Walnut Creek, CA  
**Salary:** \$115K-\$125K annually

### **Who We Are**

Congregation B'nai Tikvah is a Reform congregation of 300+ families, defined by our commitment to being an inclusive, engaging spiritual home to all who come through our doors. We are dedicated to Torah, learning, music-infused prayer, personal connections, and social justice.

### **Position Information**

We are seeking a creative, innovative, passionate and energetic **Executive Director** to position our congregation for continued success and growth. This is a critical role which oversees all administrative affairs of the synagogue including staff, finances, facilities, human resources and membership relations. This role will require adept strategic thinking, as the ED will continually evaluate the needs of the congregation, recommending priorities, new programs, and necessary changes to strengthen the synagogue.

The Executive Director reports to the president of the congregation and the board of trustees and works closely with lay leadership and the Rabbi to envision and implement the strategic direction of the congregation. The Executive Director and Rabbi work together as partners to enact a long-lasting, transformative vision for this vibrant center of Jewish life.

### **Areas of Responsibility**

#### **Membership engagement and programming**

- Membership recruitment: engage with prospective members in a timely manner, ensuring proper integration into the community.
- Collaborate with Rabbi and lay leaders on the design, implementation, and logistics of Programs

#### **Fiscal**

- Develop and manage the synagogue's operational budget along with the treasurer and finance committee
- Oversee timely issuance of regular financial reports to the board and ensure compliance with all federal, state and local laws and regulations
- Work directly and confidentially with temple or prospective members who request reduced membership commitments or alternative payment

#### **Fundraising**

- Coordinate and oversee expanded fundraising efforts and individual donor cultivation

#### **Communications & Marketing**

- Ensure successful promotion of all programming at CBT
- Coordinate and support office staff to produce communications and marketing materials and maintain a master calendar for the synagogue

### **Security**

- Coordinate the assessment, development and implementation of security and emergency protocols for the building, staff and general community

### **Administrative**

- Work closely with the President of the Board to prepare for monthly Board meetings in a timely and accurate manner
- Participate in meetings of appropriate committees

### **Human Resources**

- Ensures compliance with current federal and state labor laws as it relates to temple operations
- Responsible for hiring, training and supervising all front office, custodial, and contract staff
- Promote a collaborative, respectful, kind work environment

### **Operations**

- Work with clergy and office staff to schedule and execute life cycle events, such as B'nai Mitzvahs, weddings, births, funerals, and bereavement notices

### **Requirements**

- Experience as a senior manager/administrator or Executive Director with responsibilities for overseeing a complex, multifaceted organization and successfully managing a team.
- Non-profit or Jewish organizational experience a plus
- Hands on experience with membership retention, relations, and dynamic programing for all ages.
- Financial management experience, including financial planning and budgeting, and accounting systems and reporting (QuickBooks a plus).
- Experience planning and implementing fundraising activities, including annual, capital, and endowment campaigns and grant proposals.
- Experience in facility administration, outside contracting for services, and negotiations with vendors and contractors.
- Human resource experience, with demonstrated success in managing, motivating, and developing staff.
- Knowledge of computer and web-based systems and social media to support administration, events, membership, and marketing.
- Strong knowledge of Jewish rituals, customs, and holiday celebrations.

*Note: Some events and meetings may require the Executive Director to be on site during evening or weekend hours. The Executive Director may adjust the daily or weekly schedule to balance these responsibilities.*

We offer free membership, health coverage that starts on your first day of hire and a strong, supportive, positive team of staff, volunteers and congregants who are excited to welcome you into our community!