



THE NAASE-USCJ JOINT PLACEMENT COMMISSION

Executive Director Placement Application

Date: **November 7, 2023**

Name of Congregation: The Emanuel Synagogue Address: 160 Mohegan Drive,
West Hartford, CT 06117

Phone: 860 236 1275 E-mail: communications@emanuelsynagogue.org

President: Reesa Olins Phone: 860 202 4834 E-mail:
reesa@emanuelsynagogue.org

Name of the Personnel Committee Chair: Ken Simon Phone: 860 922 6958 E-mail:
KSimon38@comcast.net

The previous Executive Director: Kobi Benita Served the congregation from: June 22 to
December 23

Reason(s) for the existing vacancy: Kobi is returning to Israel for personal reasons

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? December 2023

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: Reesa Olins

E-mail address: directorsearch@emanuelsynagogue.org Daytime phone: 860 202 4834

INFORMATION ABOUT THE CONGREGATION

Number of Members 555 Annual Operating Budget Approximately 1.5 million

United Synagogue District/Region northeast

Number of Professional Staff Members

Rabbi(s) 1 Cantor(s) 1 Education Director 1
Youth Director Ritual Director 1 Program Director
Others (List Please) engagement coordinator 1

Size of the Office Staff (Please list by categories) , bookkeeper, Office Manager, rabbi's assistant, part time assistants

Size of the Maintenance Staff (Please list by categories) Head Custodian plus three

INFORMATION ABOUT THE POSITION

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

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

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

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:

We have Health Insurance	Life Insurance
Unemployment Insurance	Professional Development Allowance
Disability Benefits	Other:
Pension Plan	Describe:

When will employment commence? as soon as practically possible after January 1, 2024

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

We have a vibrant congregation that has an amazing history and we believe has an even more exciting future in a sought after area in a wonderful, welcoming Town.

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.

 kws
Signature of synagogue officer making this submittal

November 7, 2023
Date

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

Executive Director Job Posting

About The Emanuel Synagogue:

Our inclusive, multi-generational Conservative congregation has served the Greater Hartford Jewish community for more than 100 years. The Emanuel welcomes people of all ages, cultural backgrounds, and orientations to attend and participate in our prayer services and have active roles in family and communal life. Our community often gathers as a congregational family to learn, observe, enjoy friendships, and support each other through all phases of the Jewish lifecycle. We are a growing 550+ family congregation having welcomed more than 55 new families in the past two years.

About West Hartford and the Greater Hartford area:

[The Emanuel Synagogue](#) is in the beautiful suburb of [West Hartford, CT](#), with all the amenities of a big city in a warm and inviting town. West Hartford is a two-hours 'drive from both New York City and Boston and offers a lower cost of living, outstanding public schools, and a strong economy and employment opportunities.

Our community boasts a rich and diverse Jewish life, a wealth of educational and social programs and all the essentials for Jewish life including the [Mandell JCC](#); [Greater Hartford Jewish Federation](#); a kosher supermarket - [The Crown Market](#) - with a deli, full selection of fresh meats, bakery, a sushi bar, homemade pizza, prepared takeout items, and catering; private day schools like [Solomon Schechter Day School](#); and so much more.

West Hartford and the Greater Hartford region boasts lots of outdoor and indoor activities for families and adults, including sports leagues, museums, science centers, art exhibits, award-winning local theaters, amusement parks, skiing, hiking, biking and more. West Hartford Center is best known for its local shopping and restaurants, sidewalk cafes, and bars. People come to West Hartford from all over Connecticut and Western Massachusetts to enjoy its town center. It has a quaint New England feel and is bustling on nights and weekends.

Job Description:

The Executive Director at The Emanuel Synagogue is the central point of contact and manager of the synagogue and is responsible for all synagogue business operations. The Executive Director reports to the Board President and provides professional support and guidance to the Executive Committee and Board of Trustees and is expected to attend all meetings. Additionally, the Executive Director supports and collaborates with clergy, Director of Youth & Family Learning, and Engagement Coordinator and guides and supports lay leaders and the work of all Committees. As a leader and representative of the synagogue, the Executive Director serves as a welcoming presence to both current and prospective congregants, as well as liaison to Jewish organizations and civic-minded community groups. As the face of the congregation, the Executive Director fosters a warm and caring environment for congregants, lay leaders, volunteers, staff, prospective members, and visitors. The Executive Director helps to establish cooperative relationships with other area synagogues, community groups, and organizations.

The Successful Emanuel Executive Director: (principal duties include but are not limited to):

1. Manages all business operations throughout the synagogue.
2. Works with the Treasurer and Finance Committee in the preparation, oversight, and review of the synagogue's annual operating budget; prepares reports as needed.
3. Maintains and monitors effective internal financial controls; approves expenses within budgetary limits; supervises the preparation of invoice statements for synagogue members and acknowledgements for donors; sees that members are properly billed for dues and other charges and are making timely payments.
4. Conducts caring conversations, to listen and hear concerns from members, to implement special dues arrangements with sensitivity, discretion, and respect. Finances should not be a barrier to membership.
5. Oversees, monitors, and approves synagogue purchases, payments, and reimbursements within approved budget.
6. Serves as the point of contact for individuals and organizations renting space, including the Children's Museum and Preschool.

7. Identifies and applies for alternative funding, grants, and endowment opportunities.
8. Ensures that systems are maintained to handle membership data, dues collection, publications, the website, the calendar, holiday arrangements, and other materials for the smooth operation of the synagogue.
9. Develops knowledge of and relationships with congregants to support the Board of Trustees and Committee Chairs and to encourage and expand member engagement.
10. Collaborates with the Vice President for Membership to develop and execute strategies for membership expansion, engagement, and retention.
11. Oversees synagogue facilities including event scheduling, building maintenance, repair, and renovation, working closely with the House Committee and external vendors. Negotiates rentals and manages operational aspects.
12. Provides oversight of safety and security practices. Evaluates, develops, and maintains the synagogue's security systems, in conjunction with the House Committee.
13. Works to establish policies that support the long-term operational health of the congregation including fiscal matters, volunteer development, communication needs, and staffing requirements.
14. Hires, supervises, trains, and evaluates all non-clergy and non-educational staff members, providing structure and support. Currently includes Office Manager, Bookkeeper, Assistant to the Rabbi, Engagement Coordinator, and Custodial staff.
16. Serves as a resource to the Board of Directors, Synagogue Committees, and Clergy.
17. Collaborates with lay leaders and volunteers to develop and implement fundraising projects.
18. Serves as the first point of contact for any synagogue emergency.
19. Collaborates, promotes, and coordinates, with clergy and professional staff, religious, holiday, educational, and social programming.
20. Participates in Synagogue events and attends religious services.

Qualities for a successful candidate:

1. Works collaboratively with clergy, staff, lay leaders, volunteers, members of the congregation, and other community organizations.
2. Operates with a high degree of integrity.

3. Demonstrates excellent interpersonal communication skills, both oral and written.
4. Has knowledge of and understanding of Jewish traditions, rituals, and holidays.
5. Uses technology to achieve efficiencies.
6. Anticipates issues and opportunities and identifies areas of need for both short-term and long-term planning.
7. Uses existing and new technologies, including but not limited to website, social media, Microsoft Office, and all synagogue software, in particularly ShulCloud.
8. Balances multiple priorities simultaneously with attention to detail.

Minimum Qualifications:

1. Proven experience as executive director or in other managerial positions in a Jewish non-profit organization.
2. Experience in developing and executing strategic plans and initiatives.
3. Demonstrated strong written and verbal communication skills.
4. Strong understanding of finance and development.
5. Project management, negotiation, and conflict resolution skills.
6. Bachelor's Degree required.
7. Seven (7) years of experience preferred in progressive management role(s) that specifically include managing personnel, programs, services, and operations.

Salary Range:

\$90,000+ based on qualifications and experience.

Benefits:

Medical Insurance

Paid Holidays

Paid Time Off (Vacation and Sick days)

Contributions to retirement plan

Professional development allowance

Send applications to: directorsearch@emanuelsynagogue.org