



## THE NAASE-USCJ JOINT PLACEMENT COMMISSION

### Executive Director Placement Application

Date: **1/2/24**

Name of Congregation: **Congregation Beth Israel** Address: **1920 Cliffwood Street,  
Scotch Plains, NJ 07076**

Phone: 908-889-1830 E-mail:

President: Ryan Teicher Phone: E-mail: [cbipresident@cbisp.org](mailto:cbipresident@cbisp.org)

Name of the Personnel Committee Chair: Melissa Liebermann Phone: 201-988-2955

E-mail: [cbiexecvp@cbisp.org](mailto:cbiexecvp@cbisp.org)

The previous Executive Director: **Davida Berkowitz** Served the congregation from: 2004 to 2020

Reason(s) for the existing vacancy: Position was not filled in 2020 due to COVID

Has he/she been informed that your synagogue is seeking a replacement? N/A

If not, when do you intend to notify him/her? **N/A**

When does incumbent's contract expire? **N/A**

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

Person to receive candidate referrals is: Name: **Melissa Liebermann**

E-mail address: [cbiexecvp@cbisp.org](mailto:cbiexecvp@cbisp.org) Daytime phone: 201-988-2955

### INFORMATION ABOUT THE CONGREGATION

Number of Members 390 member units Annual Operating Budget \$1.2 million

United Synagogue District/Region

Number of Professional Staff Members

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

Youth Director Ritual Director Program Director

Others (List Please) **Assistant Education Director**

Size of the Office Staff (Please list by categories) 2

Size of the Maintenance Staff (Please list by categories) 2

### 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 \$ **80,000 – 110,000**

**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?

**Congregation Beth Israel is a thriving congregation in Scotch Plains, New Jersey. We have a growing religious school and active membership representing every demographic and age group. We are seeking an Executive Director to help manage the operations, growth and dynamic needs of our congregation, through oversight of our finances, programming, fundraising, facility, and operations.**

### 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.

Melissa Liebermann  
Signature of synagogue officer making this submittal

1/2/24  
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).

## **Congregation Beth Israel—Executive Director**

**Congregation Beth Israel (CBI), a thriving Conservative synagogue in Scotch Plains, New Jersey, 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.**

**Reporting to the President of the Board of Trustees, the Executive Director will lead and oversee strategic planning, program and project execution, and will lead the day to day administrative management of the synagogue. The Executive Director is responsible for leading a small professional staff and managing outside vendors and contractors to provide effective business and financial operations, consistent with the policies and procedures established by the Board.**

**The Executive Director has a broad range of responsibilities that require a high level of professional competence in the following areas:**

- **Organizational Leadership:** Collaborate with the clergy and lay leadership to plan and lead CBI's future. Support the work of the Board and its committees.
- **People Leadership:** Hire, lead, develop, support, and manage performance of professional office staff. Establish and document appropriate policies and procedures with the Board.
- **Financial and Risk Management:** Work closely with the Finance Committee of the Board to balance use of financial resources relative to annual budget as well as long-term fiscal health. Negotiate with and manage outside vendors, suppliers, and contractors. Oversee technology needs in a cost-effective way that maintains data security.
- **Membership Outreach, Programming, and Support:** Ensure effective communication and engagement with current and prospective members, in conjunction with the Membership Committee and other relevant committees of the Board. Support the clergy, staff, and lay leadership in providing educational, social action, and communal programming for the congregation's spiritual, educational, and social needs.
- **Facilities Management:** Oversee the management of the synagogue building in order to ensure effective use and maintenance of the building, including safety and security. Solicit and manage revenue-generating long-term rentals and events.
- **Fundraising:** Lead CBI's development efforts, in partnership with staff, lay leadership, and volunteers. Cultivate innovative strategies for CBI's development needs. Ensure effective record keeping and stewardship.

### **Qualifications/Requirements**

- **Education & Experience:** Bachelor's degree and at least ten years experience, at least five in a relevant leadership role, in a nonprofit and/or membership and/or religious organization; master's degree or certificate in nonprofit management, business administration, or related field is a plus.
- **People Leadership:** Exceptional people leader with experience hiring, developing, disciplining, and supporting staff members.
- **Communication and Relationship Skills:** Exceptional relationship-building as well as written and verbal communication skills with diverse stakeholders.

- **Organizational Skills:** Highly organized, data-driven decision maker with the ability to organize others, ideally in membership and/or volunteer-driven institutions.
- **Business Acumen:** Thorough understanding of how to effectively plan and manage budgets and finances, contracts, and human resources.
- **Facilities Management:** Experience overseeing facilities operations including safety and security, building operations, third-party tenants, and events.
- **Fundraising/Development:** Experience with annual fundraising and planned giving, including record-keeping and stewardship.
- **Technology Experience:** Experience evaluating and using technology tools, including web-based systems and social media, to support administration, events, membership, communications and marketing. Knowledge of Shul Cloud is a plus.
- **Knowledge of Jewish life cycle and ritual/communal practices.**

### **Compensation**

Compensation will be commensurate with the candidate's experience and qualifications, with an expected salary between \$80,000-110,000.

Generous benefit package available.

In order to apply for the position, please send a cover letter and résumé by email to [cbiexecvp@cbisp.org](mailto:cbiexecvp@cbisp.org).

### **About Congregation Beth Israel**

Congregation Beth Israel (CBI) is a warm, vibrant, and thriving 350+ member unit synagogue located in Scotch Plains, New Jersey. CBI serves the needs of a diverse community, providing religious services and educational and social programming for people of all ages and backgrounds. As a fully egalitarian synagogue, CBI is a proud member of the United Synagogue of Conservative Judaism, balancing traditional liturgy and practices with modern innovations and perspectives.