

# NAASE Placement Application

## Placement Contact Information

### Name of Search/Personnel Committee Chair

Jeremy Stern

### Chair Email Address

[sterno2008@gmail.com](mailto:sterno2008@gmail.com)

### Chair Phone

(310) 920-2163

### Your Congregation

Congregation Tikvat Jacob Beth Torah

### Congregation Website

[ctjmb.org](http://ctjmb.org)

### Number of Households in Congregation

300

### Is the Congregation affiliated with USCJ?

No

### Congregation Address

1829 N. Sepulveda Blvd  
Manhattan Beach, CA 90266  
United States

### Congregation President

Jeremy Stern

### President Email

[sterno2008@gmail.com](mailto:sterno2008@gmail.com)

### President Phone

310-920-2163

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

Yes

### When does incumbent's contract expire?

7/2024

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

## **both parties?**

Yes

## **INFORMATION ABOUT THE ROLE & CONGREGATION**

### **Describe the duties and qualifications of the Executive Director (or leave blank and upload attachment below)**

Join the dynamic Jewish community at Congregation Tikvat Jacob Beth Torah (CTJ) in beautiful Southern California! At nearly 400 families, we are the fastest growing synagogue in the South Bay region of Los Angeles, a testament to our creative, energetic, and forward-thinking leadership team. As Executive Director, you'll oversee day-to-day operations and help define the strategic vision for our egalitarian community, which draws from the Conservative and Reform movements and embraces diverse, evolving traditions.

We have a thriving religious school of nearly 200 students, including a growing teen program, a full calendar of adult education classes, engaging family services and more traditional services offered in person and online, social action opportunities, and a Jewish preschool that is independently operated but fully integrated into our congregation. Our members feel deeply connected to one another, and our leaders are adept at nurturing these connections today and anticipating the needs of our congregation in the future.

As Executive Director, you'll work with an engaged, committed, and supportive group of clergy, professional staff, and lay leadership to drive CTJ forward towards our Centennial Celebration, October 17, 2025. You will play a key role to help position our century-old synagogue for the next 100 years.

### Job Description

We are looking for an experienced, highly organized, and compassionate Executive Director who can hit the ground running. The candidate must possess strong leadership skills, emotional intelligence, managerial experience, and financial acumen and is expected to participate actively in the day-to-day operations of the synagogue as well as long-range strategic planning. The candidate must have excellent communication and collaborative skills to build strong relationships with members, the Rabbi, Cantor, Education Director, office staff, maintenance staff, lay leadership, and the director of the preschool, which is independently operated but leases space from CTJ.

The Executive Director reports to the Board President and oversees human resources, financial systems, administration, and facilities, including supervision of multiple staff members and vendors, working closely with clergy and lay leadership. CTJ values collaboration, teamwork, and collective problem-solving to cultivate a respectful and engaging work environment.

### Essential Duties and Responsibilities

The Executive Director oversees operations, human resources management and administration, membership and community engagement, fundraising and development, and governance, supported

by an established team of professionals.

**Operations.** The Executive Director oversees the day-to-day activities associated with facilities and vendors, including our on-site professional security company, maintenance, and use of the space for events and school. The Executive Director also oversees the financial operations, communications and marketing, and logistical support of programs and events.

**Human Resources.** The Executive Director hires, trains, and supervises accounting, administrative, communications and marketing, membership and engagement, and maintenance staff with a collaborative approach.

**Membership and Community Engagement.** The Executive Director is a key point of contact for all members and works closely with the clergy and Board to provide a welcoming and positive membership experience. One of your major responsibilities in your first year will be to build strong relationships with CTJ's members. Our members feel very connected to the CTJ community and you will play an important role in strengthening those bonds.

**Fundraising and Development.** The Executive Director, in partnership with the clergy and Board, helps identify and support development opportunities, both short term and long term.

**Governance.** The Executive Director provides the Board and committees with timely and accurate reports, advice, and a long-term strategic vision.

## Qualifications

Bachelor's Degree required.

Five years related leadership experience, preferable as an Executive Director.

Professional experience at a synagogue or nonprofit organization.

Knowledge of Jewish practices and tradition, and familiarity with traditions of Conservative Judaism.

Willingness to work flexible hours (including weekends and nights), and be present on-site as needed.

Technical competency (or ability to learn quickly): ShulCloud, G-Suite

Salary is commensurate with experience plus a competitive Benefits Package.

No phone calls please.

Send resume to [jobs@ctjmb.org](mailto:jobs@ctjmb.org)

## **Annual salary range for the Executive Director (\$):**

80,000-100,000\* depending on experience

## **In addition to the salary shown above, the congregation provides the following benefits:**

- Health Insurance
- Unemployment Insurance
- Disability Benefits
- Pension Plan
- Life Insurance

- Professional Development Allowance

**When will employment commence?**

8/2024

**Size of congregation's budget**

\$1.6M

**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.

**✓ I agree to the terms and conditions.**