

# **NAASE Placement Application**

## **Placement Contact Information**

### **Name of Search/Personnel Committee Chair**

Anne Fagan

### **Chair Email Address**

[info@kisyn.org](mailto:info@kisyn.org)

### **Chair Phone**

(913) 642-1880

### **Your Congregation**

Kehilath Israel

### **Congregation Website**

[www.kisyn.org](http://www.kisyn.org)

### **Number of Households in Congregation**

350

### **Is the Congregation affiliated with USCJ?**

no... we are traditional

### **Congregation Address**

10501 Conser  
Ovrland Park, KS 66212  
United States

### **Congregation President**

Joseph Adamous

### **President Email**

[info@kisyn.org](mailto:info@kisyn.org)

### **President Phone**

913 642 1880

### **Name of previous Executive Director**

Elizabeth Peden

### **Years previous Executive Director served**

21 years

### **Reason(s) for the existing vacancy**

She took a new position. Very amicable

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

yes

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

June 30, 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)**

EXECUTIVE DIRECTOR-NONPROFIT  
KEHILATH ISRAEL SYNAGOGUE  
OVERLAND PARK, KS

OVERVIEW

Kehilath Israel is looking for a dynamic Executive Director with a solid background in management of a non-profit community. The Synagogue roots trace back to 1910 and became Kehilath Israel in 1945 when six Orthodox Congregations blended. The Synagogue Executive Director executes the vision for Kehilath Israel's Board of Directors by managing the economic, physical and human resource functions. The position plays a critical role in supporting the Board and Clergy to achieve both the spiritual and financial health of Kehilath Israel's members.

Reporting: The Executive Director reports to the President and the Board of Directors

Supervision: The Executive Director supervises 7 employees representing the key functional areas.

Clergy: The Executive Director is an equal contributor to the Clergical team offering context in any and all operational matters.

DUTIES AND RESPONSIBILITIES

- Attend all regular and special meetings of the Board and Officer's and provide timely reports and filings as may be required by the President, Board, by-laws, local, state or federal law.
- Identify and research issues for the President and Board while executing the day to day operations in order to accomplish Board objectives and strategy.
- Oversee the Administration, Finance and Personnel operations.
- Manage Kehilath Israel Blue Ridge Cemetery.
- Administration of Religious School budget.
- Prepare and administer the Annual Budget.
- Negotiate and ensure compliance with Kehilath Israel vendor contracts.
- Pursue additional revenue sources through a variety of fundraising opportunities as requested by the Board.
- Executive Director shall keep informed of trends, issues, events and developments through

professional peer contacts and conference attendance.

- Coordinate an active volunteer program of the membership.
- Grant writing experience.
- Professional and tactful interpersonal skills with the ability to interact with a variety of personalities.
- Maintain a close working relationship with the Jewish Community of Greater Kansas City, the Jewish Federation, local synagogues and temples and national Jewish organizations.
- Proficiency in Microsoft Office, Sage, ShulCloud Membership and Cemetery software.
- Knowledge of Jewish Traditions and customs are preferred.
- Please send resume to info@kisyn.org Attn: Joseph Adamous

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

\$70-85,000

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

- Health Insurance
- Professional Development Allowance

**When will employment commence?**

ASAP

**Size of congregation's budget**

\$1,000,000+

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

KI isa traditional synagogue in a beautiful suburb of Kansas City on the Kansas side of the 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.

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