

NATA Executive Director

About NATA:

The National Association for Temple Administration (NATA) is the professional organization for synagogue executives, administrators, and managers. Founded in 1941 and historically affiliated with the Union for Reform Judaism, NATA has over 400 members worldwide. We are dedicated to improving synagogue management and inspiring excellence in congregational leadership.

Position Summary:

The Executive Director will lead NATA's mission by collaborating with the Board to develop and implement organizational strategies and programs. This role is responsible for overall management and administrative functions, reporting directly to the Board President. The Executive Director supervises the work of the Membership and Marketing Manager to further the work of NATA.

Key Responsibilities:

1. Membership Engagement and Leadership Development

- Manage member recruitment, onboarding, and retention
- Address member concerns and needs
- Oversee the member renewal process
- Coordinate Peer to Peer member support
- Works with the leadership development team to identify, recruit, and support aspiring leaders

2. Event Planning and Execution

- Oversee NATA's annual professional conference for 150-200 participants (including working with vendors, exhibitors, speakers, venue, etc.) in conjunction with the conference committee.
- Plan and participate in the annual pre-conference site visit
- Manage two in person board/officer meetings annually. Including travel, meeting spaces, speakers, etc.

3. Communication and Community Impact

- Develop and execute communication strategies
- Advance and Promote the Profession
- Manage website, social media, and job listings
- Maintain and moderate the organizations online community platform, NATA connect
- Facilitate internal and external communications

4. Financial Management and Administration

- Ensure financial management of NATA by overseeing accounts payable, accounts receivable and treasurer management
- Oversee budgeting, accounting, and financial reporting
- Ensure annual review and Audits
- Ensure legal compliance and manage insurance
- Administer business systems and vendor relations

5. Professional Development

- Assist in the phased roll out of NATA's new professional development program
- Coordinate innovative, high-quality educational opportunities including webinars, joint programming opportunities and peer to peer groups.

6. Organizational Support

- Maintain organizational records and minutes for BOD and Committees
- Coordinate committee calendars and zoom invites
- Staff committees to support their work and effectiveness

7. External Representation

- Cultivate relationships with URJ leadership and affiliated organizations
- Appear at other association conferences as directed by the board president

Qualifications:

- Bachelor's degree required; Master's in Nonprofit Management or related field preferred
- 5+ years of experience in nonprofit management or similar role
- Strong understanding of Jewish customs and traditions
- Excellent communication, problem-solving, and organizational skills
- Proficiency in Microsoft Office Suite, CRM software, and financial management tools
- Experience with remote work and virtual team management

Work Arrangement:

This is a full-time, remote position requiring travel for meetings and conferences (there are at least four times a year requiring several days to a week of travel). Flexible hours with some evening and weekend work expected.

Compensation:

Competitive salary range of \$100,000-\$110,000, commensurate with experience. Benefits include health insurance stipend, retirement plan, and professional development opportunities.

NATA is committed to diversity, equity, and inclusion. We encourage applications from candidates of all backgrounds.

To Apply:

Please submit your resume and cover letter to searchnataed@gmail.com. Applications will be reviewed on a rolling basis until the position is filled.