

# NAASE Placement Application

## Placement Contact Information

### Name of Search/Personnel Committee Chair

Stephen Blattner

### Chair Email Address

[edsearch@tbemaine.org](mailto:edsearch@tbemaine.org)

### Chair Phone

(207) 233-8521

### Your Congregation

Temple Beth El, Portland ME

### Congregation Website

<https://www.tbemaine.org>

### Number of Households in Congregation

300

### Is the Congregation affiliated with USCJ?

Yes

### Congregation Address

400 Deering Avenue  
Portland, ME 04103

### Congregation President

Sara Kahn-Troster

### President Email

[skahntroster@tbemaine.org](mailto:skahntroster@tbemaine.org)

### President Phone

(207) 774-2649 TBE Office

### Name of previous Executive Director

Kate Shalvoy

### Years previous Executive Director served

7+

### Reason(s) for the existing vacancy

Career Advancement

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

Yes

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

Incumbent has departed

**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)**

POSITION OVERVIEW

We are excited to identify an experienced and collaborative leader who can serve a multi-constituency congregation; organize, inspire and motivate staff; foster a culture of respect and inclusivity; grow community partnerships and continue the tradition of outstanding professionalism necessary for success in this role. In this exciting role the ED will manage an already dynamic organization while playing a pivotal role in shaping its future as it transitions from our retiring Rabbi to a new spiritual leader. This individual will partner with the TBE Board of Directors to further evolve sound organizational operating and financial principles for long-term sustainability.

The right Executive Director candidate will develop a solid understanding of synagogue life; demonstrate experience in managing staff, operations, and finances; nurture both internal and external relationships for TBE; and possess the temperament to interface effectively across diverse generations, perspectives and traditions. They will project a genuine interest/passion for supporting Jewish life and community. TBE's next ED must effectively model "best practice" principles in guiding the synagogue through inevitable changes in the environment so that it may continue to thrive.

SUMMARY OF RESPONSIBILITIES

Synagogue Administration and Operations:

- Developing and implementing policies, practices and systems that ensure smooth daily synagogue operations and member relationships
- Collaborating and meeting regularly with Rabbi, staff and volunteers to ensure excellent operational support for programmatic, educational and religious activities
- Collaborating and meeting regularly with BOD leadership to provide and receive support on major issues
- Ensuring smooth facility operation
- Overseeing event planning and operations
- Developing and executing member recruitment and retention strategies
- Facilitating short- and long-term planning activities

Staff/Human Resources/Building:

- Hiring and managing performance of TBE's employed and contracted staff, vendors, contractors and volunteers

- Overseeing facility and security staff and vendors who, in turn, ensure continuous facility maintenance, security and safety, and repair and improvement

#### Finance and Development

- Primary administrative interface between TBE Board/Treasurer and contracted bookkeeping services, maintaining a working knowledge of TBE's financial reporting, payables and receivables systems
- Managing day-to-day budgeted spending and resource allocation decisions to maintain a sound fiscal environment
- Generating fundraising options for presentation to the Board to meet development goals of the organization
- Developing and facilitating relationships with donors in partnership with the Board and volunteers

#### Marketing, Communications and Community

- Developing and implementing a multi-channel internal and external brand and communication strategy, including social media
- Representing TBE at community events
- Sustaining and growing relationships and partnerships with community organizations within and outside of the Jewish world

Interested individuals should submit a current resume and cover letter. We also welcome and appreciate confidential referrals of potential candidates through our web capture tool or by email. All contact with TBE will remain confidential.

For additional details about this position, please request a full position profile by emailing [EDsearch@tbemaine.org](mailto:EDsearch@tbemaine.org).

It is the policy of Temple Beth El that applicants for employment and employees will not be discriminated against in any terms or conditions of employment because of race, color, sex, marital status, pregnancy, national origin, ancestry, age, physical or mental disability, medical condition, sexual orientation, gender identity or expression, or any other protected characteristic under federal, state, or local law which is not a bona fide occupational qualification for a particular job. It is also the policy of the Temple that certain positions must be filled by persons of the Jewish faith as a bona fide occupational qualification.

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

105,000 - 115,000

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

- Health Insurance
- Unemployment Insurance
- Disability Benefits
- Pension Plan
- Professional Development Allowance

#### **When will employment commence?**

Immediate - mutually negotiated

## **Size of congregation's budget**

\$ 1M

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

### The Organization

Temple Beth El's mission is to be an embracing, supportive and vibrant community which observes Conservative Judaism and is committed to perpetuating Jewish values, culture, and tradition. Temple Beth El honors the diversity of its members and is committed to their spiritual, intellectual, and religious growth.

Located in Portland, Maine and founded in 1947, Temple Beth El (TBE) is a major regional center of Conservative Judaism north of Boston and the largest Conservative Jewish congregation in Maine with a membership of approximately 300 families. TBE encompasses the synagogue, a religious school (Kadima Beth El or KBE), a community cemetery, and relationships with various partners and building tenants including the Levey Day School and the Orthodox congregation Shaarey Tphiloh. The synagogue owns and operates within a 21,000 square foot building built in 1948 and extensively updated in recent years. It is staffed by approximately 7 FTEs that includes a full-time Rabbi, Executive Director (ED), an Events/Operations Manager, an Office and Communications Manager, and part-time educators, custodial staff, and others, plus an outsourced bookkeeping service that handles day-to-day financial operations and reporting. The dedicated secular staff provides outstanding day-to-day operational support for the ED.

TBE has an active Board and Executive Committee which partner closely and collaboratively with the ED to provide strategic, financial, programmatic and administrative oversight of the synagogue. TBE has long been known as a pioneering institution on issues ranging from social action to the equal participation of women.

### The Portland, Maine Community

Portland is the economic, cultural, and educational center of Maine. Portland holds the #7 spot in the US News & World Report's "Best City to Live" rankings, a testament to its exceptional quality of life. Imagine a picturesque coastline framing an active waterfront, accentuated by historic architecture—with eagles and osprey gliding above the islands offshore. In between, Portland is home to some of the best recommended restaurants in the country, and full of shops run by proprietors who will tell you they are working their dream job. The people are friendly and welcoming. On top of it all, Portland proudly welcomes and integrates hundreds of refugees here every year to the community.

It's also an exceptional place for young as well as mature families. Living so close to nature, the changing seasons provide a myriad of experiences that make childhood and adulthood magical, like picking ripe blueberries while walking in the woods, tasting wildflower honey, camping under golden leaves, skating on frozen ponds, enjoying miles of pristine ocean beaches and boiling maple syrup. Portland is accessible to watersports, hiking, camping, and skiing throughout Maine. We are located only a few hours from Acadia National Park.

Beyond its physical beauty, Maine has a strong social fabric and civic pride, as well as a vibrant cultural scene. We are lucky to have multiple theater companies; a beautiful auditorium that hosts dance, classical music, and touring Broadway companies; and a world-class art museum. We have three (soon to be four) minor league sports teams. Tickets to all are available and affordable. Portland is well-known nationally as a foodie destination, with a vibrant restaurant and food truck scene, as well as craft breweries and distilleries.

Adding to those aspects that have always been true, Portland is now experiencing transformative growth. Northeastern University's Roux Institute opened in the past 3 years, creating a data science and entrepreneurship-focused graduate school and startup hub. The Portland area is host to multiple institutes of higher education, including the University of Southern Maine-Portland campus; the University of New England Medical and Dental schools; Maine College of Art and Design; the University of Maine Law School; and Southern Maine Community College. Maine's natural beauty and resources attract professionals in the fields of climate, sustainability and ocean technology, fueling new research and innovation. Our recent surge in population growth underscores Maine's magnetic appeal. Since the pandemic, Maine ranks seventh in in-migration rates nationally and is the fastest growing state in New England.

### **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.**