

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Matt Whitehorn

Chair Email Address

president@bzbi.org

Chair Phone

(267) 366-7445

Your Congregation

Temple Beth Zion Beth Israel

Congregation Website

www.bzbi.org

Number of Households in Congregation

375

Is the Congregation affiliated with USCJ?

yes

Congregation Address

300 S 18th Street
Philadelphia, PA 19103-6604
United States

Congregation President

Matt Whitehorn

President Email

president@bzbi.org

Name of previous Executive Director

Lynne Balaban

Years previous Executive Director served

3

Reason(s) for the existing vacancy

took another position

INFORMATION ABOUT THE ROLE & CONGREGATION

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

RESPONSIBILITIES

The Executive Director is responsible for the overall business operations and management of BZBI. This work includes independently setting goals and objectives and working directly with clergy to ensure that goals are aligned with the needs of our congregation and leaders. The Executive Director ensures that staff and lay leadership work together to successfully achieve strategic objectives.

Primary responsibilities include leading operations, finance, member engagement and relations, development, facility management, human resources management, special projects and support functions.

Specific duties include, but are not necessarily limited to:

- Manage the budget in partnership with the President, Treasurer, and Finance Committee of the Board; assure adherence to the budget and established financial performance markers.
- As fiduciary, work in partnership with the Finance Committee for timely collection of annual sacred gifts (dues) from Temple members.
- Sustain close, collaborative relationships with the clergy and the Board of Directors to ensure goals and objectives are aligned with the congregation's strategic plan.
- Work with the Board of Directors and various committees on strategy, communications, programming, technology, and risk mitigation (compliance with laws, standards, safety/security protocol, etc.).
- Oversee human resources and ensure adherence to HR policies and protocols including annual performance plans and staff reviews.
- Oversee the upkeep, maintenance, safety, and security of the multi-use facility, including administrative, religious, food service and maintenance.
- Maintain a professional, active presence at BZBI functions; cultivate and nurture relationships with congregants; and address congregational concerns in a timely manner.
- Work in partnership with the Early Childhood Director, Director of Congregational Learning and Teen Programming Coordinator to help develop and support their programs.
- Supervise office, custodial and security staff.
- Identify and enhance new and existing opportunities for giving, including but not limited to special projects, annual and endowment campaigns and grants.
- Perform any additional responsibilities as required.

REQUIREMENTS

- Minimum of seven years of senior management experience involving finance, development/fundraising, human resources, administration, facilities management, and technology.
- Sound business acumen with proven ability to manage resources, both human and financial, to minimize risks and reduce costs.
- Proven ability to (1) develop and implement strategic plans, (2) understand financial strategies and performance metrics, (3) build strong, collaborative relationships, (4) create clear internal and

external communications, and (5) demonstrate leadership in business operations and experience with management and governance models.

- Expertise with hiring, coaching, and performance management.
- Knowledge and understanding of Judaism and Jewish culture preferred.
- Bachelor's degree required; Master's degree preferred.

COMPENSATION AND BENEFITS

Salary range: \$100K- \$125K, commensurate with experience

Paid legal holidays and Jewish holidays

Paid sick leave

Health/Dental Insurance, FSA, and Retirement Plans

MUST SEND COVER LETTER AND RESUME

To apply for the Executive Director position, please send resume and cover letter to president@bzbi.org

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

\$100K - \$125K

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

- Health Insurance
- Pension Plan
- Life Insurance
- Professional Development Allowance

List any other Benefits:

FSA, Dental, synagogue membership

Size of congregation's budget

\$2.5 Million

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.**