

# NAASE Placement Application

## Placement Contact Information

### Name of Search/Personnel Committee Chair

Chris Kellogg

### Chair Email Address

[chris@levkel.net](mailto:chris@levkel.net)

### Chair Phone

(952) 334-1387

### Your Congregation

Adath Jeshurun

### Congregation Website

<https://www.adathjeshurun.org/>

### Number of Households in Congregation

1000

### Is the Congregation affiliated with USCJ?

Yes

### Congregation Address

10500 Hillside Lane West  
Minnetonka, Mn 55305  
United States

### Congregation President

Craig Spencer

### President Email

[craigspencer612@gmail.com](mailto:craigspencer612@gmail.com)

### President Phone

612-710-6010

## INFORMATION ABOUT THE ROLE & CONGREGATION

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

The Executive Director is the congregation's senior administrative leader responsible for effectively managing its membership, fundraising, finance, facilities management, hospitality, communications, customer service, and administrative functions. The Executive Director partners with clergy to

oversee the congregation's preschool and daycare center and serves as a partner, resource, and consult to clergy, lay leaders, the Board of Trustees, and the Jewish community in the Twin Cities.

The Executive Director reports to the Senior Rabbi and partners with the Board and its President in the leadership of a team of 30 full-time and up to 100 part-time staff members in a collaborative and connected environment. The Executive Director directly supervises a senior leadership team comprised of the Chief Financial Officer, Director of Membership, Director of Development, Director of Facilities and Hospitality, Communications Manager, and, jointly with clergy, the Director of Early Childhood Education.

The position is full-time and salaried. Benefits include health care, a health savings account, life and disability insurance, PTO and holidays, and hybrid work options.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Strategic Leadership

- Create a clear and compelling vision for the future with the Board of Trustees, the Senior Rabbi, and other lay leaders.
- Develop and ensure the execution of strategies, programs, and initiatives that deliver the mission and ensure continuous progress toward the vision.
- Ensure effective strategic and annual planning and monitor and report progress.

### Staff Management

- Develop and implement an appropriate staff structure and ensure that hiring, supervision, and staff development are effective and consistent with the organization's vision and values.
- Lead, manage, and support staff and foster a healthy, inclusive, collaborative work culture that recognizes the skills and expertise of all.
- Support professional growth and development to retain a talented and high-performing team.

### Operations

- Develop and ensure the effective implementation of effective, sustainable, and scalable systems and processes to support congregational operations.
- Ensure the successful execution of membership recruitment and retention strategies; analyze membership data to inform membership growth and engagement.
- Ensure the successful execution of equitable HR practices that reflect the organization's values and comply with applicable laws and guidelines.
- With the Board of Trustees and clergy, develop and ensure the implementation of effective building management practices and capital investments in the synagogue building, grounds, cemeteries, and equipment; ensure that safety and risk management strategies are implemented.
- Ensure a welcoming experience and exceptional customer care for all who interact with the Congregation. Oversee the marketing and communications functions and ensure that all internal and external communications represent the congregation's mission, values, and desired image.

## Financial Management and Fundraising

- Ensure the Congregation's overall financial health; develop appropriate annual and long-term financial objectives and lead the organization in consistently achieving these objectives.
- Responsible for the organization's revenue-generating activities; implement growth plans in line with the organization's mission and objectives; oversee a complex mix of earned and contributed revenue, including dues, donations, rentals, catering, grants, and tuition.
- Develop and manage the annual operating budget; work proactively with the Board, Treasurer, Finance Committee, and staff to develop a budgeting approach and philosophy. Support and build financial acumen within the staff and Board.
- Ensure sound financial management practices are followed; assess and mitigate financial, legal, and organizational risk.
- Partner with the Board, clergy, Adath Foundation, and Director of Development to create and implement a comprehensive fundraising strategy and ensure its successful execution; participate in solicitation and donor meetings as needed.

## Board Relations

- Proactively provide financial, administrative, and personnel information as necessary.
- Formulate recommendations for consideration by the Board, actively solicit Board input on key priority issues in a timely, effective manner, and engage the Board in strategic, fiduciary, and generative dialogue.
- Promote and support the continuous development of a strong, engaged Board and committees.
- Serve as a liaison and resource to the Board and lay leaders; serve as lead staff on committees as assigned.

## ADDITIONAL DUTIES AND RESPONSIBILITIES

- Actively support the principles of the Conservative Judaism Movement.
- Actively support the Congregation's commitment to diversity, equity, inclusion, access, racial justice and anti-racism. Conduct all activities with a high degree of cultural competency.
- Maintain effective, collaborative working relationships with colleagues, clergy, lay leaders, and community partners.
- When representing the Congregation to internal and external audiences, articulate Adath Jeshurun's desired image and position.
- Contribute to building a cohesive, respectful, responsive, and productive staff environment that demonstrates the Congregation's values and mission.
- Actively participate in all-staff meetings, trainings, and other meetings as requested.

## Education and Experience - Required

- Progressive nonprofit leadership and management roles with a minimum of eight (8) years of work experience, including at least four (4) in a leadership role
- Demonstrated experience and success in financial, operational, fundraising, and program management.
- Proven ability to successfully supervise, manage, and develop an engaged and effective staff team.

## Education and Experience - Desired

- Bachelor's degree
- Experience in facility rental, events management, and catering
- An understanding of facility security issues and the ability to work with vendors to implement appropriate safeguards

#### Knowledge and Skills

- Ability to think strategically and prioritize competing needs
- Detail-oriented and organized
- Demonstrated inspiring leadership and cultivation of a collaborative working environment
- Outstanding ability to communicate sensitively and diplomatically with all internal and external constituents
- Proficiency in Microsoft Office, QuickBooks, customer relationship management software, fundraising software, productivity tools; general technology skills
- Knowledge of Jewish traditions and customs and an eagerness to further develop your knowledge

In addition to job-specific knowledge and skills, all employees are expected to demonstrate Adath Jeshurun's staff covenant values of:

- Jewish-driven ideals
- Communication that is direct, honest, kind, and reflects tzelem elohim, the Divine image in each of us; mutual respect
- Listening through relationships; hearing each other
- Serving our community and making connections
- Generosity and integrity
- Respectful disagreement
- Accountability: when we commit to something, we do it to the best of our ability
- Teamwork, adaptability, creativity, mindfulness, and openness
- Laughter with each other
- Shared understandings that make us stronger

#### To Apply

Please send cover letter, resume, and three professional references as one PDF document to [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org). The position will remain open until filled; submit materials by Friday, August 16th to be considered in the next round of screening. Questions about the search can be directed to Melissa Martinez-Sones at Mighty Consulting, [melissa@mightyconsulting.org](mailto:melissa@mightyconsulting.org), or 651-808-3409.

#### **ALTERNATIVE: Upload duties and qualifications of the Executive Director PDF**

- [Executive-Director-Position-Description-July-2024.pdf](#)

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

130,000-145,000

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

- Health Insurance

**Size of congregation's budget**

14M

**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.**