

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Audrey Gelfand

Chair Email Address

recruitment@tba-ny.org

Chair Phone

(914) 282-8705

Your Congregation

Temple Beth Abraham

Congregation Website

www.tba-ny.org

Number of Households in Congregation

360

Is the Congregation affiliated with USCJ?

no

Congregation Address

25 Leroy Avenue
Tarrytown, NY 10591
United States

Congregation President

Herb Baer and Brian Schneider

President Email

president@tba-ny.org

President Phone

(914)564-9313- Herb and (917)502-0703-Brian

Name of previous Executive Director

Erica Newman

Years previous Executive Director served

2.5 years

Reason(s) for the existing vacancy

accepted another ED role

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

yes

When does incumbent's contract expire?

NA at will employee

If he/she has been informed, is the termination of the incumbent's contract agreeable to both parties?

NA

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Position Overview

The Director of Operations and Engagement is the chief operations/administrative officer of the synagogue with responsibilities for the day-to-day administration activities and membership services. Responsibilities include oversight of its support staff, active relationships and support for congregational membership groups and related programming, oversight and logistics for the facility and events, as well as overall management of fiscal and administrative activities. To achieve this, collaboration with faculty, clergy and lay leaders is essential to integrating the culture and congregational philosophy into a comprehensive strategic plan and its implementation.

Responsibilities

- Collaborate with lay leadership to advance the planning and implementation of programs.
- Lead the office administration and operations needs of the synagogue including facilities, technology, and communication systems.
- Develop and implement policies and procedures consistent with the clergy and Board.
- Liaise with staff, clergy, and lay leadership to meet member needs, expand programming, or raise concerns as they arise.
- Liaise with security personnel and implementation of security grants.
- Partner with the treasurer to provide oversight of all synagogue financial matters.
- Respond to last-minute internal requests to take advantage of emerging opportunities or situations.
- Manage administrative support staff including payroll administration, recruiting, onboarding, training, and annual reviews.
- Create, maintain, and update online and physical membership materials, including brochures, invitations, and other branded items provided to members.
- Implement fundraising strategies and initiatives to ensure financial sustainability. Create and disseminate congregant communications and announcements as well as new member outreach, and onboarding new members
- Available evenings and weekends based on need.
- Perform other related duties as assigned or required; duties and responsibilities may be added or changed.

Qualifications

- Bachelor's degree— or equivalent related professional experience.
- Warm and personable with strong customer service, communication, and relationship-building skills.
- Excellent time- and self-management in all areas of work.
- Strong project management skills with the ability to track multiple projects and meet tight and ongoing deadlines.
- Creative and critical thinker who generates new ideas to advance strategies and programs.
- Comfortable working in a fast-paced and often-changing environment.
- Demonstrate good judgment and an ability to interact with confidentiality, integrity, and tact.
- Knowledge of social media platforms and experience writing appropriate content in a range of communication mediums.
- Familiarity with Synagogue Management Software and Constant Contact preferred.
- Familiarity with QuickBooks.
- Knowledge of Jewish customs and culture
- Open to job sharing.

Interested candidates should submit their resume and cover letter to recruitment@tba-ny.org for consideration. This position is available in Tarrytown, NY. The salary range is between \$85,000 and \$110,000 commensurate with experience. Health benefits and PTO.

About Temple Beth Abraham

At Temple Beth Abraham our Jewish backgrounds are diverse. We are made up of families and individuals of all types, including interfaith and LGBTQ. We offer worship services in both the Reform and Conservative traditions. Our building is fully handicapped-accessible, and we believe that every Jewish child deserves a Jewish education, no matter their learning style or challenges. We take pride in our Tikkun Olam program, which provides projects and social action activities for all ages in all seasons. We have a dynamic and innovative Religious School with award-winning faculty, and we offer an active and vibrant adult education program for life-long learning.

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

85,000-110,000

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

- Health Insurance

List any other Benefits:

PTO

When will employment commence?

Feb 1

Size of congregation's budget

1,900,000

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.**