

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Debbie Lurie

Chair Email Address

dlurie@agudath.org

Chair Phone

(973) 226-3600

Your Congregation

Congregation Agudath Israel

Congregation Website

agudath.org

Number of Households in Congregation

800

Is the Congregation affiliated with USCJ?

Yes

Congregation Address

20 Academy Road
Caldwell, NJ 07006
United States

Name of previous Executive Director

Lina Shuster

Years previous Executive Director served

1.5 years

Reason(s) for the existing vacancy

Not the right fit

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

Position has been vacant for over a year.

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Job Posting: Synagogue Director

Organization: Congregation Agudath Israel of West Essex

Location: 20 Academy Rd, Caldwell, NJ

About Us:

Our mission: Discovering the joy, purpose, and power of Jewish life together.

A vibrant, active, Conservative synagogue with approximately 800 member families, CAI has been an important pillar of the Caldwell community for over 100 years. With our rich history and focus on tradition, we are also looking to the future with creativity and innovation, while fostering meaningful connections and strong communal bonds.

About You:

We are seeking a highly organized systems thinker to serve as our Synagogue Director. This person will serve as part of our leadership team and will be critical in ensuring the smooth functioning of our synagogue and advancing our mission.

Position Overview: The Synagogue Director will play a pivotal role in overseeing the operations of our synagogue, managing staff, supporting the board of trustees, and serving as a key member of the senior staff team. This position will also oversee budgetary and development efforts, ensuring the financial health and sustainability of our community.

Key Responsibilities:

1. Staff Management:

- Lead and manage a diverse team of professionals, fostering a collaborative and supportive work environment

- Oversee day-to-day operations and ensure alignment with the synagogue's mission and goals

2. Board Support and Engagement:

- Serve as the primary liaison between the staff and the board of trustees

- Support the board in governance and strategic planning initiatives

- Coordinate board meetings, prepare materials, and ensure effective communication

3. Senior Leadership Team:

- Collaborate with clergy, senior staff, and lay leadership to develop and implement strategic priorities.

- Serve as primary liaison between senior staff team, synagogue office staff, and education department - coordinating and communicating across teams

- Conduct staff reviews, coach staff members, help establish priorities for office staff team, develop and implement new operational systems to improve collaboration, efficiency, and work processes

4. Budget Management:

- Oversee the development and management of the annual budget in collaboration with the finance team

- Ensure fiscal responsibility and transparency in all financial matters

- Track and monitor expenditures and income to maintain financial health

5. Development and Fundraising:

- Lead development efforts, in partnership with senior rabbi and development team

- Collaborate with lay leaders and staff on fundraising initiatives and campaigns

- Identify and pursue grant opportunities to support programs and operations

Qualifications:

- Proven experience in organizational management, preferably in a nonprofit or synagogue setting

- Strong leadership and team-building skills

- Excellent communication and interpersonal abilities

- Experience with budget literacy and financial management
- Familiarity with Conservative Judaism and non-profit administration

Personal Attributes:

- A strategic thinker with a passion for mission-driven work.
- Highly organized and detail-oriented
- Adaptable and able to thrive in a dynamic environment
- Collaborative and able to build strong relationships with diverse stakeholders

Compensation: Annual salary range 90k – 100K commensurate with experience, plus benefits.

To Apply: Please submit a cover letter, resume, and three professional references to Debra Lurie - dlurie@agudath.org. Applications will be reviewed on a rolling basis until the position is filled.

Join us in shaping the future of our synagogue community and making a meaningful impact on Jewish life in NJ.

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

\$90-\$100K

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

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

List any other Benefits:

Dental, Vision

When will employment commence?

Immediate

Size of congregation's budget

\$4M

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

Congregation Agudath Israel is a vibrant, multi-generational synagogue where people have been discovering the joy, purpose and power of Jewish life together for over 100 years. We are the center for Jewish community in the Caldwells and surrounding areas. Our greatest strength is people who care about each other and take pride in our Jewish identity. There's not one way to be Jewish, so there are a variety of different ways to learn, pray, connect, volunteer, and get involved. With over 800 member households, we provide opportunities for all ages and stages to engage religiously, culturally, educationally, spiritually, and socially. We are led by a dynamic clergy team, professional staff and dedicated volunteers. Deeply rooted in Jewish tradition, mindful of our past, and hopeful for our future, CAI is a place where everyone is welcome including Jews of color, blended families, people of diverse abilities and LGBTQIA+.

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.**