

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Mitchell Weiss

Chair Email Address

execdirector@kolami.org

Chair Phone

(813) 962-6338

Your Congregation

Congregation Kol Ami

Congregation Website

www.kolami.org

Number of Households in Congregation

331

Is the Congregation affiliated with USCJ?

Yes

Congregation Address

3919 Moran Road
Tampa, Florida 33618
United States

Congregation President

Kevin Cross

President Email

Kevin.cross239@gmail.com

President Phone

+18136251734

Name of previous Executive Director

Mitchell Weiss

Years previous Executive Director served

11

Reason(s) for the existing vacancy

Retirement

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

Yes

When does incumbent's contract expire?

June 30, 2025

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)

The Director of Operations serves as the chief administrative officer for Congregation Kol Ami and is responsible for day-to-day operations of the Synagogue, ensuring it runs efficiently and effectively, and in compliance with all state and federal regulations.

Nature of Work:

The following list provides duties for this position and may include other tasks which may be assigned by the President or the Board:

1. Facilities Management: Primary responsibility for managing and maintaining Kol Ami's facility and Gan Shalom Cemetery. These responsibilities will include establishing and overseeing contracts for maintenance and improvements, coordinating kitchen usage, technology, and supervising facilities staff.
2. Financial Management: Primary responsibility for managing Kol Ami's finances with an eye toward short-term stability and long-term sustainability and growth. These responsibilities will include managing payroll, contracts, and membership dues, partnering with the Treasurer, Finance Committee, and Board to monitor finances, set budgets, plan and implement capital expenditures, and comply with all state and federal guidelines.
3. Membership Interface: Point of contact for prospective and current members; primary responsibility for maintaining membership records, congregational communications, and working with clergy, staff, and lay leaders to ensure that members are connected and supported. Building and maintaining relationships with members is essential for this position.
4. Event Management: Primary responsibility for managing staff and coordinating with lay leadership and providing oversight to ensure the smooth operations of Kol Ami events and services. These responsibilities will include coordination of life cycle events, maintaining event schedules, managing event staffing, and supporting lay leadership who help to plan events.

5. Fundraising and Development: Responsibility for coordinating with clergy and lay leadership to build Kol Ami's fundraising capacity. Assist in identifying opportunities to apply for and obtain grants, and in developing a donor stewardship program.

6. Human Resources: Under guidance of the Executive Committee, the Director of Operations is responsible for managing or assisting with human resources matters for synagogue. This may include responsibility for recruiting, hiring, training, supervising, quarterly evaluation, and terminating, when necessary, which, when appropriate will be coordinated jointly with the President, Rabbi, and/or the Education Director.

7. Calendar Management: Primary responsibility for coordinating Kol Ami calendar/events, both within the synagogue, its subsidiary organizations, and with community wide organizations.

8. Security: Primary responsibility for overseeing Kol Ami's security, which includes providing adequate training for staff and lay leadership, contracting with outside security professionals, and ensuring adequate security for in-person events.

The Director of Operations reports to and is evaluated at least semi-annually by the Kol Ami President, in consultation with the Rabbi and the Board of Trustees.

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

\$70K-\$75K

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

- Pension Plan

List any other Benefits:

As part of the salary the new employee will use his/her funds to purchase their own Health Benefits. 2 weeks vacation,

When will employment commence?

May 1, 2025

Size of congregation's budget

\$695,030

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

The position's title will be Director of Operations. We are located North of downtown Tampa, Florida in a community called Carrollwood.

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.