

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Josh D'agostino

Chair Email Address

search@shearthisrael.com

Chair Phone

(131) 040-2695

Your Congregation

Shearith Israel

Congregation Website

www.shearthisrael.com

Number of Households in Congregation

440

Is the Congregation affiliated with USCJ?

Yes

Congregation Address

1180 University Drive NE

Atlanta, Georgia 30306

United States

Congregation President

Blair Rothstein

President Email

brothstein@registerfinancial.com

President Phone

678-358-4059

Name of previous Executive Director

Genea Moore

Years previous Executive Director served

2

Reason(s) for the existing vacancy

Desires to be close to home in NYC

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

Yes

When does incumbent's contract expire?

end of January

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)

Congregation Shearith Israel seeks a dynamic Executive Director who partners with the Senior Rabbi and Synagogue President to ensure the success of the synagogue's vision and mission. This position reports to the President as liaison of the Board. The Executive Director manages the Administrative and Facilities departments in close collaboration with our lay leadership.

About Congregation Shearith Israel:

Congregation Shearith Israel is an egalitarian, Conservative synagogue located in Intown Atlanta. Our congregation is devoted to spiritual and religious enrichment. We are especially passionate about Jewish education and community building. At Shearith Israel, we are ritually traditional and courageously progressive. For more than 100 years, we have served the Atlanta area by providing an energetic environment for pursuing Jewish spirituality, learning, and friendship. Above all else, we strive to be a warm, welcoming community.

Job Summary/Objective:

This describes the current position and is not an employment contract. We reserve the right to modify job duties and responsibilities at any time.

Responsibilities, include but not limited to:

Organizational Leadership:

In cooperation with the clergy, senior staff and Board, guide operations in a manner consistent with the priorities adopted in the congregation's By-laws.

Foster a warm and caring environment so that congregants, potential members, lay leaders, volunteers, and staff feel welcomed, respected, nurtured, and appreciated.

Support the work of the Board and Board committees, as needed, with sound advice, timely and accurate reports and information, and participation in deliberations.

Develop effective and efficient management systems across the organization to track progress on key initiatives, priorities, goals, and performance metrics.

Oversee the implementation of policies and practices, and ensure systems are in place to keep policies, operating procedures, and institutional knowledge accessible and current.

Participate in organizational goal setting.

Attend and participate in monthly board and executive committee meetings.

Administration:

Lead, supervise, and inspire staff with effective team building and training, establishing clear priorities and well-defined performance and professional development goals.

Maintain a collaborative work environment built on trust, clear expectations, and accountability that attracts, retains, and motivates an enthusiastic staff of top-quality professionals.

Manage relationships with outside vendors and contractors.

Expedite and troubleshoot administrative strategies.

Serve as chief point of contact for members' needs, questions, and concerns.

Serve as a point of contact for all IT, telephone, alarm, printer, and office supplies vendors.

Finance:

Manage the financial operations of the congregation, including development of the annual budget (in partnership with the Treasurer), financial planning and forecasting, accounting, and reporting.

Maintain efficient and effective financial systems and controls and insurance reviews to safeguard the assets of the congregation.

Support Board committees with timely, informative reporting and forecasting.

Ensure compliance with internal policies and pertinent local, state, and federal regulations.

Oversee grant writing and submitting for funding.

Support an upcoming Capital Campaign

Facility Management:

Supervise the building facilities staff and hold accountable for all building maintenance issues.

Primary point of contact for booking of synagogue space, overseeing major events, coordinate with service providers to secure that functions run smoothly.

Primary point of contact for two tenants on the property – preschool and parsonage renter.

Help implement a Master Facilities Plan already in progress.

Manage vendors and contractors who perform building maintenance and repairs.

Oversee usage and maintenance of the kosher kitchen.

Oversee parsonage and rental properties

Respond to/resolve building emergencies

Member Relationship Management/Programming:

Work with the clergy, Board and lay leadership to ensure the synagogue's membership experience is positive, welcoming and supportive

Manage congregant relationships to support planning and executing simchas and life-cycle events.

Implement best practices regarding membership relations

Plan and oversee the logistics of congregational religious services and observance, with special emphasis on the High Holidays.
Coordinate and partner in the planning, promotion, and implementation of synagogue programs with the clergy, senior staff and committees
Provide logistical expertise that ensures operational success.

Qualifications, Experience, and Skills:

Experience supervising staff including or comparable to facilities and administrative staff.
Capability of fostering supportive, respectful, and collaborative dynamic among staff team.
Ability to manage the operations of the synagogue.
Familiarity with Google Business, Microsoft office, common databases and financial software.
Excellent communication and collaboration skills
Ability to multitask.
Experience working collaboratively with staff and lay leadership.

Compensation and Benefits:

This is a full-time exempt position. CSI offers competitive vacation, maternity/paternity leave and holiday policies.

Annual Salary - \$100,000 - \$120,000

403b available

Medical Benefits - CSI will cover 100% of medical, dental and vision benefits

PTO - Employee is entitled to 16 days of PTO in a calendar year

Leave early on Shabbat

Full membership privileges

Hours / Time Off:

Anticipated work hours shall include business hours while the CSI office is open during weekdays.
Attendance is also required during ALL High Holy Day services and at special shul functions.
Employee may schedule workday absences to ensure proper work/life balance.

ALTERNATIVE: Upload duties and qualifications of the Executive Director PDF

- [Shearith-IsraelExecutive-Director-Position-Job-Description-2025.docx-Google-Docs.pdf](#)

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

100,000-120,000

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

- Health Insurance

List any other Benefits:

PTO, 403b, leave early on Friday

When will employment commence?

As early as agreeable to both parties

Size of congregation's budget

1,581,135.00

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

Congregation Shearith Israel connects people to meaningful living through Judaism.

OUR VISION:

Our congregation is both rooted in Conservative Judaism and committed to egalitarianism. At Shearith Israel, relationships are at the center of everything we do: we educate children and adults in Jewish values, Hebrew language and the continuing story of our people. We strive to feel God's presence through prayer experiences. We embrace our covenantal responsibility to comfort all who are suffering, and celebrate each other's joy.

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.