

# NAASE Placement Application

## Placement Contact Information

### Name of Search/Personnel Committee Chair

David Kunin

### Chair Email Address

[rabbikunin@beth-david.org](mailto:rabbikunin@beth-david.org)

### Chair Phone

(315) 380-4676

### Your Congregation

Congregation Beth David

### Congregation Website

<https://beth-david.org/>

### Number of Households in Congregation

400

### Is the Congregation affiliated with USCJ?

yes

### Congregation Address

19700 Prospect Road  
Saratoga, California 95070  
United States

### Congregation President

Nathan Handles

### President Email

[Nathan.handelsman@gmail.com](mailto:Nathan.handelsman@gmail.com)

### Name of previous Executive Director

Barbara Biran

### Years previous Executive Director served

7

### Reason(s) for the existing vacancy

Barbara is Retiring in June

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

yes

**When does incumbent's contract expire?**

June

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

yes (it was her decision)

**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 staff person who coordinates all administrative aspects of our operations, including budgets, human resources and facilities, and enables our clergy to focus on the spiritual and educational needs of our community.

The Executive Director's primary responsibilities are to:

- Implement the decisions and policies of the Board of Directors in a timely and financially responsible manner.
- Manage our budgets and interface with the Board and other lay leaders on the operations of our congregation, including generating income and supervising expense management.
- Be an effective office manager that supports all congregational operations. Ensure staff is operating as an efficient team focused on current and strategic priorities while providing the highest level of customer service to congregants and the community at large. Recruit, hire, train, and supervise administrative support staff.
- Supervise the operation of the building, equipment, and IT, interfacing with vendors and volunteers as necessary to ensure it supports our congregation's present and future needs.
- Ensure compliance with all regulations, legal, administrative, safety, security, and human resources requirements and policies for our congregation.
- Supervise and support our marketing, programming, membership recruiting and retention efforts and events as needed both in our congregation and in the community at large, maintaining our event calendars and our website, working closely with our clergy and volunteers..
- Maintain a visible and positive staff presence at Congregational events.
- Supervise and support the administrative needs of our clergy, and work closely with clergy on strategic planning for the Congregation.
- Track and identify grants as needed in support of Congregational operations.

Qualifications:

- Bachelor's Degree or equivalent experience
- Five years of management experience in customer service, office, or nonprofit environment
- Demonstrated financial and budget acumen
- Highly organized and able to multitask

**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:**

Other benefits are negotiable

**When will employment commence?**

May 1

**Size of congregation's budget**

1,250,000

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

Beth David is the premier Conservative Synagogue in Silicon Valley.

Congregation Beth David enriches and transforms people's lives through prayer, learning, and communal connection while embodying the values of Conservative Judaism.

**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.**