

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

David Liebman

Chair Email Address

jobs@ctjmb.org

Chair Phone

(310) 961-9272

Your Congregation

Congregation Tikvat Jacob

Congregation Website

ctjmb.org

Number of Households in Congregation

350+

Is the Congregation affiliated with USCJ?

No

Congregation Address

1829 N Sepulveda Blvd
Manhattan Beach, CA 90266
United States

Congregation President

Jeremy Stern

President Email

sterno2008@gmail.com

President Phone

+1 (310) 920-2163

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Executive Director Position at Congregation Tikvat Jacob Beth Torah (CTJ)

Congregation: Congregation Tikvat Jacob Beth Torah

Website: ctjmb.org

Address: 1829 N. Sepulveda Blvd, Manhattan Beach, CA 90266, United States

Number of Households: 300

Budget: \$1.6 million

Search/Personnel Committee Chair: David Liebman

Email: jobs@ctjmb.org

Phone: (310) 961-9272

Position Overview

Join the dynamic Jewish community at Congregation Tikvat Jacob Beth Torah (CTJ) in beautiful Southern California! As the fastest-growing synagogue in the South Bay region of Los Angeles, CTJ is a vibrant, egalitarian community drawing from Conservative and Reform traditions. We embrace diverse and evolving Jewish practices, with a thriving membership base, an active religious school, engaging adult education programs, and an independently operated but integrated Jewish preschool.

We are seeking an experienced, highly organized, and compassionate Executive Director to oversee daily operations and help define the strategic vision for our community. This role is critical as we approach our Centennial Celebration on October 17, 2025, positioning CTJ for the next 100 years.

Key Responsibilities

1. Operations Management:

Oversee daily operations, including facilities management, vendor relationships, security, and event logistics.

Supervise financial operations, communications, marketing, and program support.

2. Human Resources:

Hire, train, and manage staff across accounting, administration, communications, membership, and maintenance.

Foster a collaborative work environment with clergy, professional staff, and lay leadership.

3. Membership & Community Engagement:

Serve as a key point of contact for all members, fostering a welcoming and connected community.

Build strong relationships within the congregation to enhance member engagement and satisfaction.

4. Fundraising & Development:

Partner with clergy and the Board to identify and support fundraising opportunities.

Drive development initiatives that align with CTJ's long-term goals.

5. Governance & Strategic Planning:

Provide the Board with timely reports, strategic advice, and operational insights.

Contribute to long-term strategic planning to support CTJ's mission and growth.

Qualifications

Bachelor's Degree strongly preferred.

Minimum 5 years of leadership experience, preferably as an Executive Director in a synagogue or nonprofit organization.

Strong knowledge of Jewish practices and traditions, with familiarity with Conservative Judaism.

Demonstrated financial acumen, leadership skills, and emotional intelligence.

Proficiency with technology, including ShulCloud and G-Suite (or a quick learner).

Flexibility to work non-traditional hours, including evenings, weekends, and holidays, as needed.

Commitment to being fully integrated into the community, embracing the 24/7 nature of the role.

Compensation & Benefits

Salary Range: \$120,000 - \$140,000 annually, commensurate with experience.

Relocation Assistance available for out-of-area candidates.

Benefits Package Includes:

Health Insurance

Unemployment Insurance

Disability Benefits

Pension Plan

Life Insurance

Professional Development Allowance

Application Process

Start Date: 2025

Application Email: jobs@ctjmb.org

Please submit your resume and a cover letter detailing your relevant experience and interest in the role. No phone calls, please.

Certification

All correspondence will be conducted via email. The congregation will cover travel expenses for candidates invited to on-site interviews. CTJ is solely responsible for conducting due diligence on all candidates.

Congregation Tikvat Jacob Beth Torah is an equal opportunity employer, committed to fostering an inclusive and respectful work environment.

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

\$120,000 to \$140,000

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

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

Size of congregation's budget

\$1.6 Million

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

Congregation Tikvat Jacob Beth Torah is a rapidly growing, egalitarian Jewish community joined together by a commitment to Judaism within a diverse, evolving tradition. We are proud to have a Conservative Rabbi and Reform Cantor who can take the best traditions and teachings of the liberal movements and help transform our experiences into lives of meaning.

At CTJ we provide a Jewish home for all who enter our walls - there are no insiders or outsiders. No matter your background or family make-up, we offer engaging education programs geared towards making Jewish practice relevant in our complex day and age. Our services are thought-provoking, musically alive and deeply reflective. And, through the collective power of community, we optimistically embrace the possibility of a repaired world.

Welcome to CTJ - regardless of your ability, background, race, family make-up, sexual orientation or gender identity.

Our home is your home and we hope you will join us in building a vibrant Judaism in the South Bay.

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.