

# **NAASE Placement Application**

## **Placement Contact Information**

### **Name of Search/Personnel Committee Chair**

Helaine Fox

### **Chair Email Address**

[Helainefox820@gmail.com](mailto:Helainefox820@gmail.com)

### **Chair Phone**

(917) 935-1901

### **Your Congregation**

Forest Hills Jewish Center

### **Congregation Website**

<https://fhjc.org>

### **Number of Households in Congregation**

320

### **Is the Congregation affiliated with USCJ?**

Yes

### **Congregation Address**

106-06 Queens Boulevard

Forest Hills, NY 11375

United States

### **Congregation President**

Gary Kerzner

### **President Email**

[Garykerzne@hotmail.com](mailto:Garykerzne@hotmail.com)

### **President Phone**

516-643-5654

### **Name of previous Executive Director**

Deborah Gregor

### **Years previous Executive Director served**

20

### **Reason(s) for the existing vacancy**

Current Executive Director is resigning.

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

Yes

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

March, 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)**

Synagogue Executive Director  
Forest Hills Jewish Center, Queens, NYC

The Forest Hills Jewish Center is an egalitarian synagogue with a rich 90-plus year tenure in the Conservative Jewish movement. With a vibrant new Rabbi and Hazzan, this is a pivotal time in our growth with exciting new initiatives on the horizon.

FHJC seeks a dynamic Executive Director who can partner with professional staff, lay leaders and congregants to support our vision, values and mission. fhjc.org

Are you an experienced, highly organized systems thinker with contract negotiation skills, grant writing experience and budgetary expertise?

The qualified professional 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. Experience with our city-funded programs, including a DOE UPK contract and senior center funded through DFTA is desirable. The Executive Director will report to the Executive Board and President.

Key Responsibilities:

Staff Management:

- Lead and manage a diverse team of professionals, fostering a collaborative and supportive work environment
- Supervise the following positions: Office Manager, Bookkeeper, Maintenance, Security and work collaboratively with Rabbi, Hazzan, Religious and Nursery School Director and volunteer lay leaders
- Oversee day-to-day operations and ensure alignment with the synagogue's mission and goals

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

#### 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

#### Budget Management:

- Oversee the development and management of the annual budget in collaboration with the finance team/Treasurer
- Ensure fiscal responsibility and transparency in all financial matters
- Track and monitor expenditures and income to maintain financial health

#### Development and Fundraising:

- Lead development efforts, in partnership with professional 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 \$130,000–\$150,000 commensurate with experience. BA required with eight or more years of similar experience. Master’s in Business or nonprofit management is a plus.

To Apply: Please submit a cover letter of interest and resume to

FHJCExecutiveDirectorSearch@fhjc.org for the ED Search Committee to review.

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

FHJC is an equal opportunity employer. EOE M/F/D/V

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

130,000 - 150,000

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

- Professional Development Allowance

**List any other Benefits:**

Paid Federal and Jewish Holidays, Convenient to Public Transportation, Seasonal Early Dismissal for Shabbat

**When will employment commence?**

March 2025

**Size of congregation's budget**

\$3MM

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

Forest Hills Jewish Center is a traditional, egalitarian Conservative synagogue affiliated with the United Synagogue of Conservative Judaism. We are located in central Queens, convenient to New York City and Long Island, with great public transportation. We have a thriving Early Childhood Program and Hebrew School, managed by seasoned directors. Our young, dynamic clergy have attracted new members and will help provide guidance to the successful candidate. The congregation is warm and welcoming and consists of members who enjoy our religious services and the many educational and social programs. There is a strong core of volunteers from the Sisterhood, Men's Club, School Board and other arms of the synagogue. A senior services program is housed within our spacious building, which also contains a gym, swimming pool, large ballroom and meeting places. In the future, we will move to a new location in Forest Hills that will enhance our ability to provide services to all members of our community.

**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.**