

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Jennifer LeGrand

Chair Email Address

director@emanueloftempe.org

Chair Phone

(602) 672-1938

Your Congregation

Temple Emanuel of Tempe

Congregation Website

emanueloftempe.org

Number of Households in Congregation

300+

Is the Congregation affiliated with USCJ?

No, URJ

Congregation Address

5801 S. Rural Rd.
Tempe, Arizona 85283
United States

Congregation President

Arnold Bedak

Name of previous Executive Director

Jocelyn Richards

Years previous Executive Director served

10

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?

Now, we currently have an interim

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

n/a

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Temple Emanuel is the largest synagogue in Phoenix's Southeast Valley. We are a thriving hub of communal life, and a proud member of the Union for Reform Judaism.

Temple Emanuel is hiring an Executive Director to lead its operations. The successful candidate will be a leader: professional, personable, experienced, and well organized. The ED will join both a team and a community of caring people, dedicated to the values of Reform Judaism and to supporting active Jewish life in our corner of the world. Our workplace is friendly and supportive.

Temple Emanuel is a community of 300+ families. Our focus centers on caring for congregants through all stages of life, Shabbat and Holy Day observance, and a bustling Religious School. A robust schedule of classes, programs and events fill our week and our building. The Yad b'Yad Children's Center also operates independently out of Temple Emanuel.

Temple Emanuel's Executive Director is a member of the senior staff and reports to the President of the Board of Directors. The Executive Director supports the overall mission of the congregation through programming, facilities, finance, security, communication, administration, and logistics. The Executive Director must be able to create and sustain systems, manage and support staff and volunteers, and possess excellent customer service skills. Our Executive Director will interface with counterparts at other local organizations, and will partner with our board to lead strategic initiatives. While we focus on daily operations, we're looking to improve our organization and prepare our congregation for the Jewish future.

Experience and Skills:

Bachelor's degree

5 years' experience in operations and project management, office management and staff supervision (Non-profit or Temple admin experience preferred)

Superior interpersonal and customer service skills, including the ability to work with staff, congregants, clergy, board Directors, tenants and vendors in a positive and professional manner, exercising confidentiality as appropriate

Knowledge of, and appreciation for, Reform Jewish customs, traditions, rituals, and culture or a desire to learn is preferred

Ability to articulate success in the primary areas of responsibilities and competencies outlined in this job posting

Experience in overseeing facility management and maintenance

Ability to prioritize competing needs and tasks

Excellent Organizational Skills

Fiscal responsibility

Excellent judgement, flexibility, and resourcefulness; forward-looking and deadline oriented.

Proficient with MS Office including Excel, PowerPoint

Experience with customer relationship management and/or membership management software (Shul cloud) and comfort learning new technology platforms

Manage the public face of the Synagogue for the press and community when needed

Flexibility to work evenings and weekends as required for committee meetings and events

If you are looking to work for a significant Jewish institution in the beautiful Phoenix-area, please contact us.

This is a full-time job, with full benefits.

Salary: \$75,000 - \$95,000 /year

Benefits:

Health Insurance

Dental Insurance

Vision Insurance

Retirement Plan

Long Term Disability Insurance

Paid Time off (vacation, sick, holidays)

Please submit your cover letter and resume to Interim Managing Director, Jennifer LeGrand via Director@emanueloftempe.org.

ALTERNATIVE: Upload duties and qualifications of the Executive Director PDF

- [Executive-Director-Ad_-Jen-1.pdf](#)

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

75000-95000

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

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

When will employment commence?

ASAP

Size of congregation's budget

1,000,000

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.**