

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Tammy Lawrence

Chair Email Address

tamlawr@comcast.net

Chair Phone

(301) 346-4257

Your Congregation

Beth Shalom Congregation

Congregation Website

www.Beth-Shalom.net

Number of Households in Congregation

250

Is the Congregation affiliated with USCJ?

Yes

Congregation Address

8070 Harriet Tubman Lane
Columbia, MD, MD 21044
United States

Congregation President

Susan Kuning

President Email

skuning@comcast.net

President Phone

3019107568

Name of previous Executive Director

Jessica Schutz

Years previous Executive Director served

11 years ending March 2025

Reason(s) for the existing vacancy

Found a job closer to home; wanted a new position with an opportunity for growth.

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

N/A

When does incumbent's contract expire?

N/A

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

Yes.

INFORMATION ABOUT THE ROLE & CONGREGATION

ALTERNATIVE: Upload duties and qualifications of the Executive Director PDF

- [Job-Announcement-synagogue-administrator-final.pdf](#)

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

\$60,000-\$65,000K

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

- Professional Development Allowance

List any other Benefits:

Leave early on Fridays. High Holiday tickets. Professional Development opportunities.

When will employment commence?

Immediately

Size of congregation's budget

\$650,000

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

Columbia is a great place to live and work. We are a warm friendly Congregation and welcome all people into our congregation. Please check out our website.

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.