

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Lorne Pearl

Chair Email Address

execdirsearch@bethzedec.ca

Chair Phone

(403) 461-6583

Your Congregation

Beth Tzedec Synagogue

Congregation Website

www.bethzedec.ca

Number of Households in Congregation

500

Is the Congregation affiliated with USCJ?

Yes

Congregation Address

1325 Glenmore Trail SW
Calgary, Alberta T2V4Y8
Canada

Congregation President

Jeff Dworkin

President Email

president@bethzedec.ca

Name of previous Executive Director

David Inhaber, Max Lipsman a previous ED has stepped in as Interim

Years previous Executive Director served

3.5

Reason(s) for the existing vacancy

David stepped down for a different professional opportunity. He has rejoined the Board as a volunteer.

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

Yes

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?

N/A

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Executive Director - Job Posting

Position: Executive Director

Location: Beth Tzedec Congregation, Calgary

Job Type: Full-time

Reports to: Board of Directors

Start Date: June 2025

Beth Tzedec Congregation is seeking an experienced and dynamic leader to serve as our Executive Director. This role is central to the operation, growth, and engagement of the synagogue community. The Executive Director will oversee day-to-day operations, manage staff, and work closely with the Board to shape and implement the synagogue's long-term vision.

We are looking for someone with strong leadership skills, a passion for community building, and experience in organizational management. The ideal candidate will be a proactive, creative problem solver who can ensure the synagogue runs smoothly while fostering a welcoming and vibrant community for congregants and guests.

Key Responsibilities

Leadership & Operations: Oversee the synagogue's operations, including administrative functions, financial management, and safety. Lead and support the Office Admin, Events Manager, Accounting Director, and Operations Staff to ensure smooth coordination and operations.

Communication: Supervise all synagogue communications, including bulletins, flyers, email, social

media, and the website. Ensure communications are clear, engaging, and aligned with synagogue goals.

Programming: Collaborate with the Rabbi and volunteers to plan and execute diverse and engaging programs for all demographics. Support the coordination and execution of events, ensuring they meet congregant needs and align with the synagogue's mission.

Community Engagement: Serve as the primary point of contact for new and prospective congregants. Develop and implement strategies to increase participation and strengthen community relationships.

Financial Oversight: Work closely with the Accounting Director to manage the synagogue's finances, including budgeting, financial planning, and regular reporting. Explore and develop revenue-generating opportunities, such as rentals and catering services.

Support & Leadership: Provide leadership and operational support for major synagogue events such as High Holidays, fundraising galas, and lifecycle events. Foster a positive, welcoming environment for all congregants and guests.

Fundraising: Coordinate with lay leaders on our ongoing Capital Campaign and other fundraising initiatives.

Qualifications

- Undergraduate degree in business, nonprofit management, or a related field, with formalized training in the management of people and/or property.
- Proven experience in organizational leadership, nonprofit management, or synagogue operations.
- Strong skills in communication, program development, and community outreach.
- Financial acumen and experience with budgeting and financial management.
- Excellent interpersonal and leadership skills, with a focus on collaboration and problem-solving.
- Familiarity with Jewish customs, holidays, and synagogue life is beneficial. Experience in a Jewish community or synagogue environment is preferred but not required.
- Equivalent experience may be considered.

Compensation

Salary is in the range of \$90,000 to \$110,000 CAD and commensurate with experience, consistent

with compensation levels for leadership roles in smaller nonprofit organizations.

About Our Congregation

Beth Tzedec is a vibrant, growing Conservative congregation and a pivotal hub of Jewish life in Calgary. As the city's largest synagogue, we foster a strong sense of community through meaningful worship, engaging educational programs, and a rich calendar of cultural and social events. Our dynamic congregation welcomes individuals and families from diverse backgrounds, creating a warm and inclusive environment for all who seek to deepen their connection to Jewish tradition and community.

As our Executive Director, you will have the opportunity to shape the future of our synagogue, build relationships, and make a lasting impact on our congregants and the broader community.

How to Apply: Please submit your resume and cover to edsearchcommittee@bethtzedec.ca by April 18th, 2025

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

\$90,000 - \$110,000 CAD

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

- Health Insurance
- Professional Development Allowance

When will employment commence?

June or ASAP

Size of congregation's budget

\$1-2M of income and \$1-2M of expenses per year

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

We have started a capital campaign to renovate our building. We are focused on bringing young families into the congregation and have seen success in that area.

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.