

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Adam Gorlick

Chair Email Address

edsearchcbj@gmail.com

Chair Phone

(415) 823-5460

Your Congregation

Congregation Beth Jacob

Congregation Website

<http://www.bethjacobrwc.org>

Number of Households in Congregation

500

Is the Congregation affiliated with USCJ?

no

Congregation Address

1550 Alameda de las Pulgas

Redwood City, CA 94061

United States

Congregation President

Alison Mellon

President Email

president@bethjacobrwc.org

Name of previous Executive Director

Keren Smith

Years previous Executive Director served

2

Reason(s) for the existing vacancy

resignation

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

yes

INFORMATION ABOUT THE ROLE & CONGREGATION

ALTERNATIVE: Upload duties and qualifications of the Executive Director PDF

- [ED-Job-Description-to-Post-2025-1.pdf](#)

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

145000-165000

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

- Health Insurance
- Professional Development Allowance

List any other Benefits:

Vacation, Sick Time, Jewish and US National Holidays

When will employment commence?

ASAP

Size of congregation's budget

~\$2MM

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.**