

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Kyle Huberman

Chair Email Address

kylehuberman@gmail.com

Chair Phone

(780) 887-3897

Your Congregation

Edmonton Beth Shalom Synagogue

Congregation Website

<https://www.edmontonbethshalom.org>

Number of Households in Congregation

250+

Is the Congregation affiliated with USCJ?

Yes

Congregation Address

5147 189 Street
Edmonton, Alberta T6M 2L1
Canada

Congregation President

Erin Wright

President Email

erinwright@me.com

Name of previous Executive Director

No ED in the last 10+ years

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Position: Executive Director

Location: Beth Shalom Synagogue

Job Type: Full-time

Reports to: Board of Directors

Start Date: Immediately

Beth Shalom Synagogue 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 members and guests.

Key Responsibilities

Leadership & Operations: Oversee the synagogue's operations, including administrative, financial, programming, and catering. Lead and support the Office Admin, Catering Manager, and Bookkeeper to ensure smooth coordination and operations.

Communication: Design and manage 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 Programming Committee to plan and execute diverse and engaging programs for all demographics. Support the coordination and execution of events, ensuring they meet member needs and align with the synagogue's mission.

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

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

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

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, though a Jewish background or experience in a Jewish community or synagogue environment is preferred but not required.

Compensation

Salary is competitive and commensurate with experience, consistent with compensation levels for leadership roles in smaller nonprofit organizations.

Why Beth Shalom? Beth Shalom is united both in our commitment to Conservative Judaism, and to being an active, participatory and egalitarian congregation where our members can and do make things happen. 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 members and the broader community.

How to Apply: Please submit your resume and cover letter to kylehuberman@gmail.com. We look forward to hearing from you and exploring how you can contribute to the Beth Shalom community.

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

100000-120000

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

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

List any other Benefits:

Dental | Leave Early for Shabbat | Medical Insurance | Paid Holidays | Paid Vacation | Relocation Available | Sick Days | Vision

When will employment commence?

Right Away

Size of congregation's budget

\$710,000

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.**