

# **NAASE Placement Application**

## **Placement Contact Information**

### **Name of Search/Personnel Committee Chair**

Mary Rita Weissman

### **Chair Email Address**

[bethabrahamdayton@gmail.com](mailto:bethabrahamdayton@gmail.com)

### **Chair Phone**

(937) 681-0491

### **Your Congregation**

Beth Abraham Synagogue

### **Congregation Website**

<https://bethabrahamdayton.org/>

### **Number of Households in Congregation**

250

### **Is the Congregation affiliated with USCJ?**

Yes

### **Congregation Address**

305 Sugar Camp Circle

Oakwood, Oh 45409

United States

### **Congregation President**

Julie LissKatz

### **President Email**

[julielissKatz@bethabrahamdayton.org](mailto:julielissKatz@bethabrahamdayton.org)

### **Name of previous Executive Director**

Arlene Arnovitz

### **Years previous Executive Director served**

14

### **Reason(s) for the existing vacancy**

Retirement

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

NA

**When does incumbent's contract expire?**

No contract present ED would like to retire by 10/31

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

NA

**INFORMATION ABOUT THE ROLE & CONGREGATION**

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

SYNAGOGUE EXECUTIVE DIRECTOR

Beth Abraham Synagogue, Dayton, Ohio's Conservative congregation, is seeking an Executive Director to serve as the primary contact for the officers and directors in administering the affairs of the Congregation working in partnership with clergy and lay-leaders.

Areas of responsibility include the following:

Ensure that all Synagogue functions are performed in accordance with policy established by the Board of Directors.

Establish and/or oversee the appropriate systems to handle membership data and financial reporting.

Provide staff support to lay leadership, including Committees of the Board of Directors.

Provide oversight for all aspects of the Synagogue's fiscal affairs, working with the Budget Committee, the Finance Committee, the Treasurer and the Synagogue's external Accountant.

Recruit, train and supervise office staff.

**Qualifications and Requirements**

Bachelor's degree or the equivalent

At least three (3) years' experience in organizational management

Unquestionable integrity, reliability and credibility

Outstanding communication and interpersonal skills

Availability to work flexible hours and participate in events outside standard business hours

Excellent organizational skills and attention to detail

Basic financial acumen

Experienced with MS Office Suite. Familiarity with Shul Cloud a plus

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

\$50,000 to \$75,000

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

- Health Insurance
- Unemployment Insurance
- Life Insurance

**When will employment commence?**

As soon as Possible

**Size of congregation's budget**

\$750,000

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

We are a warm and welcoming community & the only conservative Synagogue in Dayton

**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.**