

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Claudia Rader

Chair Email Address

execdirsearch@saj.nyc

Chair Phone

(917) 544-4506

Your Congregation

SAJ - Judaism That Stands for All

Congregation Website

<http://www.saj.nyc>

Number of Households in Congregation

260

Is the Congregation affiliated with USCJ?

?

Congregation Address

15 West 86th Street
New York, New York 10024
United States

Congregation President

Claudia Rader

President Email

claudia@saj.nyc

President Phone

9175444506

Name of previous Executive Director

Vanessa Lacker

Years previous Executive Director served

2

Reason(s) for the existing vacancy

Resignation of current ED for family reasons

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

Yes

When does incumbent's contract expire?

Feb 2026

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

Yes

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Executive Director, SAJ - Judaism That Stands For All

SAJ is seeking a mission-aligned Executive Director (ED) to lead the administrative, operational, and technological infrastructure that supports our clergy, staff, and congregants.

About SAJ

SAJ is the founding congregation of the Reconstructionist movement and a vibrant community on the Upper West Side of New York City. Ever since SAJ introduced America's first Bat Mitzvah in 1922, it has been reconstructing Judaism, questioning tradition, and expanding its boundaries to ensure that Torah remains relevant, engaging, and welcoming to all. Our 260+ diverse households seek various entry points into Jewish life, including learning, social justice, spiritual exploration, and community engagement.

Position Summary

The Executive Director is the senior administrative leader working to meet the needs of the clergy and congregation: overseeing synagogue operations; managing finances in partnership with the Treasurer; supervising staff; and managing a 100+-year-old building, so that the clergy and lay leadership can focus on vision, community, and spiritual life. The successful candidate has strong management, organizational, team-building, and communication skills, a collaborative mindset, fiscal stewardship experience, a track record of innovative problem-solving, and a commitment to SAJ values.

The Executive Director is expected to be on-site four days a week, at Shabbat programming at least once a month, available for evening meetings, and present at major community holidays and events.

Key Responsibilities:

1. Administrative and Operational Leadership
 - Oversee day-to-day operations of the synagogue

- Ensure smooth functioning of office systems, calendars, internal processes, and communication flows

- Supervise administrative staff and, potentially, building staff
- Maintain and improve standard operating procedures
- Implement staff training, development, and mid- and year-end evaluations
- Supervise staff responsible for programs, events, holidays, and lifecycle logistics
- Maintain and develop staff and congregational policies and procedures

2. Fiscal Management

- Oversee annual budgeting process
- Manage dues and financial aid processes in partnership with the Treasurer
- Identify opportunities for reducing costs and increasing revenue
- Track financials and provide quarterly and annual reports to lay leadership
- Manage accounts payable/receivable, payroll, and financial systems in partnership with the bookkeeper
- Work with the Board and clergy to create appropriate fundraising strategies and goals, and execute the associated activities
- Implement and support fundraising campaigns and apply for grants to support SAJ's mission and programming
- Participate in the stewardship of existing or new donors

3. Facilities and Building Management

- Develop and implement building-related protocols and manage deadlines
- Plan and manage capital projects
- Oversee building maintenance
- Oversee security and safety issues, including interfacing with the NYPD and private security company
- Ensure compliance with NYC building regulations
- Work with lay leaders on security grants and grant implementation
- Review and approve building-related invoices and bidding processes
- Liaise with the primary tenant and provide management oversight for all rentals

4. Membership and Community Interface

- Build relationships and act as an ambassador for SAJ
- Partner with clergy and lay leaders to attract and retain members, including strategic visioning for short- and long-term growth
- Work with clergy and lay leaders to engage and support members
- Oversee membership administration

5. Board and Governance Support

- Work closely with the Board Chair and Executive Committee
- Prepare materials and analytics for Board meetings
- Attend and report at twice-monthly Executive Committee meetings
- Attend and report at 6-8 Board meetings annually

6. Tech and Communications

- Serve as a leader for technology adoption and modernization
- Oversee the administration of Shulcloud, office software, website, and security systems
- Supervise and/or execute communications (e.g., newsletters, announcements, website updates, social media, calendar)
- Set and systematize communications policies, guidelines, and strategies

Qualifications:

- At least 5 years of relevant experience, including a track record of managing organizational operations and supervising staff and/or volunteers
- Demonstrated ability to manage financial resources
- Success in managing a multi-faceted workload and problem-solving while maintaining positive relationships
- Proven ability to work effectively and positively in a high-energy, fast-paced environment
- Familiarity with the rhythm of Jewish life, including Shabbat, Holidays, and life-cycle observances

The ideal candidate is:

- A highly accountable, detail-oriented professional
- Warm, approachable, skilled in people management and community-facing work
- A collaborative partner to clergy and lay leadership
- Comfortable with a highly diverse membership, including race, gender, sexuality, ethnicity, class, ability, and age
- Versed in modern technology, including tools for workflow, communication, and organizational efficiency
- Adaptable, calm under pressure, and effective in a crisis

Compensation range: \$120,000 - \$135,000

Benefits package includes: Medical insurance, parental leave, and a generous vacation policy

SAJ – Judaism That Stands for All is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Interested applicants should submit a cover letter and resume to: execdirsearch@saj.nyc by December 19, 2025. The ideal expected start date is February 9, 2026, however we are open to discussing a different start date.

ALTERNATIVE: Upload duties and qualifications of the Executive Director PDF

- [SAJ-Executive-Director-Job-Description-for-posting-12_01_25-2.pdf](#)

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

\$120,000-\$135,000

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

- Health Insurance
- Professional Development Allowance

List any other Benefits:

Parental leave and generous vacation policy

When will employment commence?

Ideal start date is February 9, 2026, but we are open to discussing a different start date

Size of congregation's budget

\$1.4M

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

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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.