

# NAASE Placement Application

## Placement Contact Information

### Name of Search/Personnel Committee Chair

Julie Finkelstein

### Chair Email Address

[jobs@shirchadash.org](mailto:jobs@shirchadash.org)

### Chair Phone

(504) 813-4538

### Your Congregation

Shir Chadash Conservative Congregation

### Congregation Website

[www.shirchadash.org](http://www.shirchadash.org)

### Number of Households in Congregation

200

### Is the Congregation affiliated with USCJ?

yes

### Congregation Address

3737 West Esplanade Ave

Metairie, LA 70002

United States

## INFORMATION ABOUT THE ROLE & CONGREGATION

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

Executive Director – Shir Chadash Conservative Congregation (New Orleans, LA)

Shir Chadash is an inclusive, egalitarian Conservative synagogue serving 200 member families.

#### Position Overview

We are seeking a dynamic and organized Executive Director (ED) to oversee the day-to-day operations of our congregation and partner with clergy, staff, and lay leaders to advance our mission. The ED is a key leader who ensures smooth operations, financial stability, and meaningful engagement with our members.

#### Key Responsibilities

Financial Management: Oversee budgeting, accounting, and financial reporting; ensure fiscal responsibility and transparency.

Human Resources: Supervise staff, manage HR policies, and foster a positive work environment.  
Facilities Oversight: Manage building operations, maintenance, and vendor relationships.  
Operational Leadership: Ensure efficient administrative processes and support synagogue programs and events.  
Board & Committee Support: Collaborate with the President, Executive Committee, and Board of Directors; attend meetings and provide regular reports.  
Community Engagement: Serve as a welcoming presence for members and represent Shir Chadash in the broader Jewish and local community.

## Qualifications

### Required:

Management experience and financial acumen  
Proficiency with Microsoft Office Suite, Google Suite, QuickBooks Online, and database management  
Tech-savvy and collaborative  
Ability to build relationships and work collaboratively

### Preferred:

Nonprofit leadership experience  
Knowledge of Jewish traditions and synagogue life  
Fundraising and/or grant writing experience  
Compensation & Benefits

Salary: \$75,000 – \$90,000, commensurate with experience

Benefits: Health, vision, and dental insurance with significant employer contributions; paid time off for secular and Jewish holidays; vacation time

Join us and help shape the future of our growing, welcoming community!

To Apply - Please submit your résumé and cover letter outlining your experience and interest to [jobs@shirchadash.org](mailto:jobs@shirchadash.org).

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

\$75,000 - \$90,000

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

- Health Insurance
- Pension Plan
- Professional Development Allowance

### **When will employment commence?**

immediately

### **Size of congregation's budget**

\$765,000

## **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.**