

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Tammy Lawrence

Chair Email Address

tamlawr@comcast.net

Chair Phone

(301) 346-4257

Your Congregation

Beth Shalom Congregation

Congregation Website

www.beth-shalom.net

Number of Households in Congregation

Approximately 250

Is the Congregation affiliated with USCJ?

Yes

Congregation Address

8070 Harriet Tubman Lane
Columbia, Maryland 21044
United States

Congregation President

Alan Spiegel

President Email

aspiegel1216@yahoo.com

President Phone

4432859336

Name of previous Executive Director

Shirley Benning

Years previous Executive Director served

<1

Reason(s) for the existing vacancy

No longer employed

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

Yes

When does incumbent's contract expire?

N/A

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)

A vibrant, warm, growing, and inclusive Conservative synagogue in Howard County, MD seeks a dynamic Synagogue Administrator for our congregation of approximately 250 families.

The Synagogue Administrator serves as the Chief Administrative Officer of the congregation and provides the day-to-day management of synagogue affairs. The Synagogue Administrator works as a team and collaborates with the Senior Rabbi, staff, and Board of Trustees as well as supervises office personnel. The Administrator is the primary interface between the synagogue and its members and prospective members as well as the public through in-person, phone, and e-communications. The position sometimes requires duties to be performed outside the normal office schedule.

Primary responsibilities for our Synagogue Administrator include:

Office Management

- Supervise the day-to-day operations of the synagogue office
- Supervise all non-professional office staff.
- Perform human resources functions such as assisting in hiring, terminations, coordinating vacation schedules, performance management, coaching, and training of administrative staff in collaboration with the Senior Rabbi and Personnel Chair.
- Develop and implement office policies and procedures.
- Serve as contact for maintenance of our IT system and regularly back-up computer data.

Administrative and General

- Provide and oversee all communications with the synagogue membership as well as external mailings, including weekly and monthly electronic newsletters, Shabbat bulletins, ShulCloud messages, bereavement and shiva announcements, publicity, and registrations.
- Oversee and perform administrative duties, including answering telephones, mailing, filing, and data entry.
- Provide office support, as needed, to the Senior Rabbi, Board of Trustees, and committees.
- Interface with callers, members, and prospective members.

- Serve as a liaison between the Congregation and the community to promote the synagogue's visibility.
- Maintain and continuously update the website; coordinate the calendar and scheduling of activities for synagogue groups.
- Provide administrative and logistical support of all Shabbat and life cycle services, High Holy Day services, and festivals.
- Maintain office supplies and maintain and manage office equipment.
- Assist the Treasurer and Bookkeeper in fiscal and financial duties including, but not limited to maintaining fiscal records, creating financial reports, monitoring expenditures, preparing the annual budget, and monitoring and collecting dues.
- Oversee the rental of the facilities, including contracts, collections, and scheduling of staff.
- Implement, enforce, and assist with development of synagogue policies with regard to vendors (e.g., caterers, photographers, musicians); serve as a liaison with vendors.
- Complete synagogue errands, as required.
- Assure meeting space is available and set up for committee meetings and adult education classes and programs.
- Maintain ongoing contact with the local media.
- Maintain the various synagogue records, e.g. membership data, newsletters, minutes, and all historic and archival records.
- Serve as the administrator for the Hebrew Young Men's Cemetery which includes maintaining physical and electronic records; acting as primary contact for purchases, funeral homes, and services; coordinating cemetery sales; and creating contracts and documents.

Property and Equipment

- Coordinate security and general maintenance.
- Maintain the property by identifying necessary repairs, replacements, and maintenance, and by working with the Building Committee to implement the needed or desired actions.
- Negotiate, hire, and fire custodial contractors as appropriate; supervise custodial staff.
- Provide on-site supervision of repair, grounds maintenance, and renovation and expansion projects.
- As appropriate, obtain competitive bids for services, projects, and contracts.
- Develop and implement a program of preventive periodic maintenance.
- Monitor utilities usage and identify areas for improvement and corrective action.

Membership

- Provide initial contact with prospective and new members, offering information on services, programs, and dues structure.
- Maintain accurate membership records and occupational lists.
- Assist the Membership committee in planning strategies for growth and membership retention.
- Promote membership engagement.
- Periodically assist the Membership and Long-Range committee in conducting surveys and gathering data in membership-related areas.
- Responsible for working with families for life cycle events with respect to onegs, kiddushes, parties, coordination of calendar, facilities set up, and multiple family needs and events.

Board Committees and Auxiliaries

- Serve as a resource for all committees and auxiliaries (Sisterhood/Men's Club).

- Assist the Board of Trustees, officers, and committees with the planning and execution of programs, activities, and decisions.
- Attend special or standing committee meetings, as warranted.
- Assist with the development and implementation of fundraising campaigns.
- Collaborate with and support the Religious School, when needed.

Events, Dinners, and Programs

- Provide administrative and logistical support required for the smooth running of events, adult education classes, and on-going programs.
- Send out event invitations and reminders; compile RSVP counts and lists.
- Engage in marketing for synagogue programs and events.
- Coordinate holiday observance events (High Holidays, Sukkot, Chanukah, Purim, Yom Hashoah, etc.).
- Support committees and the Board of Trustees, as needed.
- Coordinate with caterers for Onegs, Kiddushes, and special events, and maintain the calendar for such.
- Manage paper products and food inventory.

Desired Competencies, Skills and Experience

- Working knowledge of Jewish practice, traditions, and familiarity with the Jewish calendar of celebrations and holidays.
- Excellent customer service and interpersonal skills.
- Ability to reinforce our warm, friendly, and comfortable environment.
- Strong Information Technology skills or a proven record of learning new software and technologies quickly.
- Experience using ShulCloud preferred.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, and Google workspaces.
- Excellent writing and proofreading skills.
- Ability to multitask, pay attention to detail, and strong organizational skills.
- Prior supervisory experience a must.
- Five or more years' experience in an administrative role preferred.
- A college degree is required.
- Hebrew knowledge a plus.

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

\$60,000-\$70,000

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

- Professional Development Allowance

List any other Benefits:

Leave early on Fridays, annual leave, personal days

When will employment commence?

ASAP

Size of congregation's budget

Approximately \$740K

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

See above.

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.