

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Jessica Troy

Chair Email Address

search@ohev.net

Chair Phone

(718) 290-6957

Your Congregation

Congregation Ohev Shalom

Congregation Website

ohev.net

Number of Households in Congregation

222

Is the Congregation affiliated with USCJ?

No

Congregation Address

2 Chester Road
Wallingford, Pennsylvania 19086
United States

Congregation President

Susan Cherner

President Email

president@ohev.net

Name of previous Executive Director

Missy Lowdermilk

Years previous Executive Director served

13

Reason(s) for the existing vacancy

Present Exec Dir is retiring at the end of June 2026

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?

N/A

INFORMATION ABOUT THE ROLE & CONGREGATION

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

The Executive Director serves as a key leader in the synagogue, reporting directly to the President and Board of Directors. This role oversees all day-to-day operations, including financial management, human resources, staff supervision, communications, facilities, rentals, security, and membership engagement. The Executive Director is a strategic thinker and skilled administrator, utilizing independent judgment to make operational decisions while advising and assisting the Board with long-term planning, policy, and governance. Success in this role requires strong interpersonal skills and the emotional intelligence to work collaboratively with members, lay leaders, and professional staff. The Executive Director is charged with leveraging every available resource and innovative practice to ensure Congregation Ohev Shalom continues to meet the needs of its members, the local Jewish community, as well as the broader community. This is a unique opportunity for a motivated professional to make a meaningful impact on a vibrant and dynamic congregation.

Primary Responsibilities

Organizational Leadership & Strategic Planning

- Collaborate with the Rabbi, Board, Education Director and lay leaders to implement systems and processes aligned with the synagogue's mission.
- Identify and pursue alternative funding sources, including grants and endowments.
- Support Board committees with policy development and execution.

Financial Management

- Collaborate with the Treasurer and Finance Committee to develop and manage the budget and ensure long-term fiscal health.
- Oversee financial operations, including dues, vendor payments, payroll, audits, and reporting to the Board.

Membership Relations & Communications

- Partner with leadership to develop outreach, recruitment, and retention strategies.
- Sensitively address member concerns and serve as the primary contact for prospective members.
- Foster relationships with local Jewish organizations and the wider community.

Facilities Management

- Oversee facility operations, including maintenance, security, insurance, and rentals.
- Supervise facility staff and collaborate with vendors and committees to ensure safe, functional property management.

Program Management & Logistics

- Support clergy, staff, and lay leaders in planning and executing programs, events, and High Holiday logistics.
- Oversee the synagogue calendar and provide administrative support for life cycle events.

Staff Supervision & Human Resources

- Supervise administrative and facilities staff, ensuring a positive workplace culture.
- Manage vendor relationships, benefits programs, and external contractors.

Communications & Community Relations

- Act as the primary representative for inquiries and a liaison with local Jewish agencies.
- Oversee external communications, including the monthly newsletter, website, social media, and marketing strategies.

Desired Qualifications:

- Minimum of 3-5 years' experience.
- Nonprofit experience
- Detail-oriented, proactive, and technologically savvy
- Bachelor's degree
- 3 to 5 years of leadership experience that includes robust financial management skills, including budgeting and reporting.
- Strong interpersonal skills to build relationships with diverse stakeholders and foster collaboration.
- Excellent written and oral communication skills.
- Some familiarity with human resources management.
- Detail-oriented, proactive, and technologically proficient, including hardware, software (Microsoft 365 Office Suite, Quickbooks, Shul Cloud experience a plus), and security.
- Ability to excel in a fast-paced environment.
- Familiarity with or willingness to learn Jewish traditions and communal life.

Guidelines for Applicants

Interested candidates are encouraged to email their resume and cover letter outlining their qualifications for this position to: Search@ohev.net.

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

Salary range: \$70-95K, commensurate with experience

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

- Professional Development Allowance

List any other Benefits:

Benefits: ● Paid time off and sick leave ● Paid Jewish and federal holidays ● Contribution to health insurance ● Courtesy membership to Congregation Ohev Shalom

When will employment commence?

July 1, 2026

Size of congregation's budget

\$880,000

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

Congregation Ohev Shalom, an egalitarian and inclusive congregation located just outside Philadelphia in Delaware County, Pennsylvania, is seeking a dynamic and experienced Executive Director to join our leadership team.

Rooted in Conservative Judaism, Ohev Shalom is an independent congregation committed to egalitarian worship, learning, and community. Our engaged and diverse Jewish community creates shared experiences for prayer, ritual, life-long learning, celebration, and comfort. Our members seek friendship, spirituality, enrichment, and fulfillment as we adapt traditional Jewish observance and custom to our ever-changing world. Our rabbi studied at the Reconstructionist Rabbinical College, and she brings a modern and energetic perspective to her teachings, and harmony and soul to leading prayer.

Our synagogue leadership team is committed to creating a warm and welcoming environment that fosters connection and belonging, making it a home to people across the spectrum of religious observance, and to their family members of other faiths. We aim to welcome, connect, support, and value all those who wish to experience Judaism at any stage along their personal journeys.

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.**