

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Fred Rich

Chair Email Address

president@bethshalom.net

Chair Phone

(678) 777-6767

Your Congregation

Congregation Beth Shalom

Congregation Website

bethshalom.net

Number of Households in Congregation

300

Is the Congregation affiliated with USCJ?

yes

Congregation Address

5303 Winters Chapel Road

Atlanta, GA 3360

United States

Congregation President

Fred Rich

President Email

president@bethshalom.net

President Phone

6787776767

Name of previous Executive Director

Loli Gross

Years previous Executive Director served

16

Reason(s) for the existing vacancy

Loli is retiring

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

yes

When does incumbent's contract expire?

June 30, 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)

Position Overview:

We seek a full-time Executive Director who will be responsible for the management, leadership, and supervision of the Synagogue's day-to-day operations, including member relations, development and fundraising, programming, and facilities management.

The Executive Director will report to a lay Board of Directors via the President and to the Rabbi on religious issues. The successful candidate will participate in the synagogue's strategic planning and have responsibility for ensuring its implementation. He or she will be a highly intelligent, interactive, and dynamic leader who is able to communicate effectively with a wide range of constituents; will possess exceptional organizational and planning skills; and will have orientation toward social media as a tool for communication and outreach to congregants and the broader community. We are looking for an Executive Director who will also participate in synagogue functions as a member of our community.

Position Duties:

I. Membership Relations and Outreach

a. Working together with staff, Rabbi, and lay committees (including Membership, Education, Programming, Finance, Sisterhood, Men's Club, Ritual and Youth) to achieve membership growth and retention.

b. Collaborating with Rabbi, lay President, senior lay officers, and Board of Directors on programs, strategic planning, and development.

c. Overseeing the maintenance and updating of congregants' database and information.

II. Development

a. Working with the Board of Directors, Rabbi, and staff to fundraise for the congregation's programs and services.

b. Cooperating with lay leadership and Rabbi to develop long-range planning to broaden the fiscal strength of the congregation.

III. Administrative/Human Resources

a. Working with the Finance Committee and Finance Manager to develop and oversee the

synagogue's annual budget, accounting, and cash flow.

b. Supervising staff (Preschool Director, the Office & Finance Manager, custodians) and vendor relationships.

IV. Facilities/Operations

a. Ensuring facilities are maintained and enhanced to provide an outstanding experience for our congregants.

b. Managing kitchen and banquet facilities (and maintaining kashrut standards), and scheduling and arranging facility rentals.

c. Working with lay leadership on capital projects and routine repairs of the building, including maintenance and site security.

d. Coordinating all activities and functions, and maintaining a master calendar of activities for all departments and functions of the synagogue.

Qualifications:

- Bachelor's Degree in business, marketing or other related fields preferred, Jewish communal experience a plus.
- Outstanding leadership and management skills, including the ability to supervise office personnel.
- Strong financial management background and orientation, and a keen sense of programming initiatives are a plus.
- Prior experience at an organization that supports a large volunteer component.
- A minimum of 3 years of executive leadership in a not-for-profit member-driven environment is highly desirable.
- Use existing and new technologies, including but not limited to security equipment, website, social media, Microsoft Office, and all synagogue software (ShulCloud).
- Knowledge about or willingness to learn traditional Jewish practices
- Strong Jewish background /education is a plus

For consideration, please submit your resume to president@bethshalom.net

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

\$75,000 to \$85,000

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

- Health Insurance

When will employment commence?

July 1, 2026

Size of congregation's budget

\$1.5 million

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.