

NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Heather LeVar

Chair Email Address

Execvp@templebnaior.org

Chair Phone

(914) 589-9143

Your Congregation

Temple B'nai Or

Congregation Website

www.templebnaior.org

Number of Households in Congregation

375

Is the Congregation affiliated with USCJ?

no

Congregation Address

60 Overlook Rd
Morristown, NJ 07960
United States

Congregation President

Brian Dicker

President Email

president@templebnaior.org

President Phone

201-874-9612

Name of previous Executive Director

Barbara Kavadias

Years previous Executive Director served

7 years

Reason(s) for the existing vacancy

Retirement

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

She has been informed

When does incumbent's contract expire?

12/2026

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 – Job Description

Role Summary

The Executive Director (ED) serves as the chief administrative and operational leader of Temple B'nai Or. Reporting to the Board of Trustees, the ED is responsible for executing the board's strategic priorities, ensuring strong financial stewardship, overseeing all non-clergy staff, and maintaining the operational, cultural, and organizational health of the Temple. The ED creates and implements systems with accountability measures, leading to operational excellence across all functions. The ED partners closely with clergy and lay leaders to support a thriving congregational community. This role requires seasoned leadership, sound judgment, emotional intelligence, executive functioning, disciplined management, and the ability to manage multiple priorities.

Core Responsibilities

1. Organizational Leadership & Governance Execution

- Lead day-to-day administration and ensure alignment with the Board of Trustees' strategic goals.
- Advise the Board proactively on operational issues, risk management, staffing, finance, and facilities.
- Implement policies, systems, and procedures that strengthen efficiency, accountability, and consistency across the organization.
- Oversee senior staff meetings, drive cross-functional coordination, and ensure timely follow-through.

2. Financial Stewardship & Risk Management

- Lead the budgeting process, financial planning, and ongoing financial management of the Temple.
- Oversee finance professionals and ensure timely, accurate reporting and compliance with all regulatory requirements.
- Present monthly and periodic financial statements to the Board and relevant committees, highlighting risks, variances, and recommended actions.
- Maintain appropriate internal controls, cash-flow management, insurance coverage, and financial policies.
- Partner with fundraising leadership to support resource development strategies and donor

stewardship.

3. Staff Leadership, Human Resources & Culture

- Supervise all non-clergy staff, establishing clear performance expectations, accountability systems, and professional development pathways.
- Lead hiring, performance review, discipline, and dismissal of reporting staff.
- Foster a professional, collaborative, and solutions-oriented work culture.
- Ensure compliance with federal and state employment laws, HR policies, and best practices.

4. Operations, Facilities & Compliance

- Ensure all facilities are safe, well-maintained, and operated efficiently, meeting regulatory and security standards.
- Oversee major maintenance, capital projects, and vendor relationships.
- Strengthen operational systems including IT, cybersecurity, software platforms, member data, and administrative workflows.
- Ensure compliance with all relevant legal, educational, financial, and safety requirements.

5. Communications, Membership & Community Engagement

- Oversee communications staff responsible for internal and external messaging, website, newsletters, and social media.
- Provide leadership for membership engagement strategy to create an inclusive, welcoming, and connected congregational experience.
- Partner with clergy and lay leadership to support programming, community-building, and lifecycle events.

6. Preschool Oversight

- Supervise the Director of the Preschool ensuring strong educational operations, financial sustainability, and regulatory compliance.

Required Skills and Qualifications

- Leadership & Management: Proven senior management experience with a track record of building effective teams, managing conflict, creating accountability systems, solving complex organizational problems, and leading through change.
- Financial Acumen: Demonstrated experience managing budgets, overseeing financial operations, and ensuring compliance and risk management.
- Communication: Excellent written, verbal, and interpersonal skills; able to engage with staff, board members, congregants, donors, and external partners with clarity and professionalism.
- Organizational Mastery: Strong planning, prioritization, and execution skills with the ability to manage multiple workstreams and respond quickly to shifting needs.
- Technical Proficiency: Experience with organizational software systems (database, CRM/membership systems, financial software, communication platforms, and IT/cybersecurity basics).
- Knowledge of Jewish Community Life: Understanding and respect for Reform Jewish values, traditions, and congregational dynamics.
- Strategic Thinking: Ability to translate board vision into operational plans, anticipate future needs, and build systems that support long-term growth and stability.

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

100-130k

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

- Health Insurance
- Unemployment Insurance
- Disability Benefits
- Pension Plan
- Life Insurance
- Professional Development Allowance

When will employment commence?

Nov/Dec 2026

Size of congregation's budget

3.5 million

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

ABOUT Temple B'nai Or:

Temple B'nai Or (TBO) is a warm and thriving Reform synagogue of more than 375 households, rooted in the heart of Morristown, New Jersey. Proudly affiliated with the Union for Reform Judaism, TBO is fully egalitarian and committed to weaving thousands of years of Jewish tradition into contemporary life. The congregation serves a diverse community across all ages and backgrounds through meaningful religious services, rich educational programming, and vibrant social engagement - all in service of a Judaism that endures for generations to come. www.templebnaior.org

References will be requested from the successful candidate.

Background Check required

Email resume and cover letter to: EDSearch@templebnaior.org

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.**