NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair
Shimi Marom

Chair Email Address
smarom@moriahcong.org

Chair Phone
(773) 816-3242

Your Congregation
Moriah Congregation

Congregation Website
https://www.moriahcong.org

Number of Households in Congregation
300

Is the Congregation affiliated with USCJ?
Yes

Congregation Address
200 Taub Dr.
Deerfield, IL 60015
United States

Congregation President
Shimi Marom

President Email
smarom@moriahcong.org

President Phone
773-816-3242

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Moriah Congregation (Moriah) seeks a strategic, hands-on professional to serve as our Executive

Director. Working closely with clergy, staff, lay leaders and congregants, the Executive Director leads the business and operational side of the congregation so that Moriah continues to thrive financially, programmatically and spiritually.

Who We Are

Moriah Congregation is a warm, vibrant, multigenerational synagogue in Deerfield, Illinois. Moriah was founded in 1977 on the belief that Judaism could be traditional and joyful, rigorous and warm, deeply rooted and genuinely modern all at once. Moriah is also home to a successful, full-day Early Childhood Center (ECC) that operates five days a week.

Moriah is in the middle of a rebuilding chapter, carried forward by an unusually committed board and lay leadership. The congregation has outsourced its bookkeeping, begun moving toward its first formal financial audit, launched an 18-month reimagining of its religious school, and set in motion a coordinated endowment and capital campaign tied to its 50th anniversary in 2027. Our next Executive Director will turn that momentum into lasting infrastructure.

Key Responsibilities

The Executive Director is Moriah's chief operating professional. Key areas of responsibility include:

• Board partnership and governance. Serve as the primary staff partner to the Board President and Executive Committee; prepare materials, reports and recommendations for Board and committee meetings; support implementation of Board decisions and policies.

• Financial management. Develop and manage the annual operating budget with the VPs of Finance; oversee the outsourced bookkeeping relationship, cash flow, dues billing and collections, banking and financial reporting; lead the organization through its first formal financial audit.

• Fundraising and development support. Partner with lay leaders and the fundraising consultant on the 50th anniversary endowment and capital campaign; manage donor records, acknowledgments and pledge tracking; support annual giving and legacy giving efforts.

• Personnel management. Hire, supervise, develop and evaluate office, kitchen and custodial staff; maintain personnel policies, payroll and benefits administration in coordination with outside providers.

• Membership and congregant engagement. Oversee the membership experience from inquiry through onboarding, dues arrangements and ongoing member care; ensure congregants across a wide range of observance levels and backgrounds feel welcomed and well served.

• Facilities, security and property. Oversee building operations, maintenance, vendors and contracts; coordinate security planning with staff, lay leaders and community partners; support facility planning connected to the capital campaign.

• Programs, events and High Holidays. Manage the operational side of High Holiday services, Shabbat

and holiday programming, life-cycle events and congregational events, including logistics, staffing, seating and kitchen coordination.

• Technology and communications. Own the congregation's management software, Microsoft 365 environment and communication tools; drive adoption of technology, including AI tools, to make the office more efficient and the member experience smoother.

• Community representation. Represent Moriah within the broader Chicago Jewish community and with partner organizations, vendors and agencies.

What We're Looking For

We are looking for an entrepreneurial executive and efficient problem solver who brings:

• Nonprofit management experience, ideally within a synagogue, Jewish communal organization or comparable membership-based institution, with a track record of running day-to-day operations at a professional level, including managing several small teams.

• Financial and operational fluency: comfort creating and overseeing budgets, working with outsourced bookkeeping, producing management reports, and helping guide an organization through its first formal financial audit.

• Experience supporting fundraising, particularly capital campaigns, endowment building or legacy giving programs.

• Strong project management skills: the ability to plan, define resources, timelines, dependencies and deadlines, and execute on those plans, moving from ideation to decision to execution.

• Skill at motivating, mentoring and providing professional development to staff.

• A high level of comfort with technology, including synagogue or CRM management software, Microsoft 365 and AI tools as part of a daily workflow.

• A collaborative leadership style suited to a lay-led congregation: someone who supports and amplifies volunteer leadership and clergy rather than centralizing decision-making, and who can work as a true partner to the Rabba, the Director of the ECC, the Director of Education and the Board President.

• Strong relationship-building and communication skills, with the ability to engage congregants, lay leaders, staff and peers, and to represent Moriah in the broader community.

• Genuine respect for Moriah's values: a traditional approach to Jewish life combined with inclusivity, financial accessibility, and an unwavering commitment to Israel.

• Willingness to take an active role in congregational life, including Shabbat and holiday services as needed and other events, many of which occur on evenings and weekends.

This is a role for someone energized by building: someone who wants to walk into a congregation with real momentum already established and partner with synagogue leadership to shape what comes next.

Qualifications

• Bachelor's degree required; advanced degree or relevant certification (such as NAASE's FSA) a plus.

• 5+ years of management experience in a nonprofit or corporate setting, including direct supervision of staff.

• Demonstrated expertise in financial management, including budgeting, revenue and expense management and management reporting.

• Familiarity with Jewish traditions, holidays and synagogue life, or a strong willingness to learn.

Reporting and Supervision

The Executive Director reports to the Board of Directors through the Board President, who conducts an annual performance review in consultation with the Executive Committee.

The Executive Director directly supervises the office staff (3 people), the kitchen staff (1 person) and the custodial staff (1 person). The Rabba, the Director of the ECC and the Director of Education report to the Board; the Executive Director works in close partnership with each of them.

Compensation and Benefits

This is a full-time, exempt, on-site position. The salary range is $90,000 to $110,000, commensurate with experience.

Available benefits include paid vacation, Jewish and secular holidays and sick days; health insurance; and professional association membership dues and conference expense reimbursement.

Regular hours are Monday through Friday with evening and weekend hours as required by the congregational calendar, including the High Holidays.

To Apply

Please send a cover letter and resume to careers@moriahcong.org. Applications will be reviewed on a rolling basis. Please no phone calls.

Moriah Congregation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, age, disability, veteran status or any other characteristic protected by law.

Annual salary range for the Executive Director ($):

$90,000 - $110,000

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

- Health Insurance
- Professional Development Allowance

List any other Benefits:

Paid vacation, Jewish and secular holidays, sick days; professional association dues and conference expense reimbursement

When will employment commence?

As soon as possible

Size of congregation's budget

$2M

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.**