NAASE Placement Application

Placement Contact Information

Name of Search/Personnel Committee Chair

Natalee Martin

Chair Email Address

hiring@templeisraelnh.org

Chair Phone

(860) 338-1391

Your Congregation

Temple Israel

Congregation Website

templeisraelnh.org

Number of Households in Congregation

300

Is the Congregation affiliated with USCJ?

yes

INFORMATION ABOUT THE ROLE & CONGREGATION

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

Position Overview
Temple Israel seeks a highly organized, detail-oriented individual with excellent interpersonal and communication skills to serve as the synagogue's Administrative Director (AD). The AD serves as the synagogue's chief administrative officer, supporting the implementation of the Board of Directors' vision through the development, execution, and evaluation of temple policies and programs.
The AD fosters a welcoming environment for members and visitors, ensures efficient daily operations, and provides administrative support to clergy and educational staff. This full-time, in-person position requires occasional evening and weekend hours.
Key Responsibilities
Office Management: Manage daily synagogue operations, including phone calls, mail, email inquiries, and reception. Maintain the temple calendar in the temple CRM. Coordinate vendor appointments, order supplies, and provide administrative support to the rabbi and educational staff. Manage parking lot leases and coordinate staff IT needs with vendors. Support event programming, including participation on High Holiday and Passover steering committees. Recruit and coordinate volunteers for ongoing and special projects.
Financial Administration: Review and code vendor invoices for payment. Manage tuition and other billing through the temple CRM. Respond to member inquiries regarding dues, tuition, and expense

reimbursements. Monitor credit cards and reconcile petty cash. Assist the bookkeeper and treasurer with financial reports and budgeting as needed. Record, acknowledge, and report on donations. Track annual pledges and billing, and follow up on outstanding balances.
Facilities: Collaborate with the Board’s House Committee to ensure the safety, maintenance, cleanliness, and timely repair of temple property. Supervise maintenance staff as needed, program HVAC systems for special events, and support temple security policies.
Human Resources: Assist with payroll and benefits administration and coordinate onboarding for new staff.
Membership: Respond to inquiries from prospective and current members. Enter new members and preschool families into CRM and maintain accurate records. Issue parking permits and key fobs.
Board and Committee Support: Attend monthly Board meetings and maintain organized records of supporting documents and committee reports, including monthly uploads to CRM and maintenance of cemetery records.
Communications: Oversee the development, editing, and distribution of temple newsletters, congregation-wide emails, website content, social media, publications, the Annual Report, mailings, and other communications. Produce monthly communications reports, ensuring accuracy, consistency, and timely delivery.
Collaboration: Build and maintain positive, productive relationships with board members, volunteers, staff, and congregants while effectively managing competing priorities and responsibilities.
Required Qualifications and Skills
At least four years of experience in office management or an administrative role.
Strong organizational, project management, and time management skills, with demonstrated ability to prioritize, delegate, and meet deadlines.
Excellent written and verbal communication skills, including strong proofreading and editing abilities and exceptional attention to detail.
Excellent interpersonal skills and the ability to collaborate effectively with diverse stakeholders, including staff, clergy, lay leaders, and community members.
Ability to work independently, manage interruptions, and maintain focus in a busy, community-oriented environment.
Proficiency in Microsoft Office Suite, Zoom, Canva, with a willingness to learn new technologies. Familiarity with ShulCloud is a plus.
Enthusiasm for learning about and respecting Jewish traditions and synagogue life.
Position: Full time, in person
Salary: $60,000-$65,000 annually
Benefits: Paid time off

Annual salary range for the Executive Director ($):

60,000-65,000

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

- Professional Development Allowance

Size of congregation's budget

1,000,000

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.