



## Congregation Agudath Israel

### Executive Director

Caldwell, NJ

#### About Congregation Agudath Israel

Congregation Agudath Israel (CAI) of West Essex is a leading, proactive, pluralistic, and egalitarian Conservative congregation based upon six principles:

Chevrah – Friendship / Community

Torah – Learning

Avodah – Spirituality / Religious Practices

Tikkun Olam – Making a Better World

Klal Yisrael – Connecting to Jews Everywhere

Shutafim – Volunteerism / Stakeholders

CAI provides a wide variety of religious, social, educational, cultural, and social action venues for Jewish living, led by an exceptional professional staff, an engaged lay leadership, and an open and growing team of volunteers.

CAI seeks to enable the diverse and multi-generational membership to experience Judaism in ways that have personal meaning, promoting Jewish values as they move through the Jewish life cycle.

The CAI community strives to assist the members in participating in the activities that best meet their personal interests and needs, and thereby ascending the Jewish “ladder of commitment” at their own pace. The focus is to create an environment in which the members consider Congregation Agudath Israel to be “a second home.” For more information about Congregation Agudath Israel, please go to:

<https://www.agudath.org/about-us.html>

#### Position

The CAI Executive Director should be a strong, collaborative leader who can work in partnership with the Clergy and Staff and the lay leadership to craft a vision and then lead CAI staff and volunteers as they strive to make that vision a reality. The Executive Director is responsible for building relationships with members, staff, and volunteers; effective communications; outstanding executive function and organizational practices; a passion for serving the Jewish community; and a commitment to helping members feel welcome and connected in every interaction with the congregation.

CAI serves over 830 member families with an operating budget is \$4M, and the annual fundraising campaign is \$475K. There are 2 clergy, 9 Full time Executive staff, and 20 FTE teachers. The Preschool has 78 students currently.

*Priorities:*



- *Develop the infrastructure of the staff and how best to support staff; lead and manage the staff; enhance the cohesion, creativity, operations, and performance*
- *Assess and guide processes and procedures (talent management, facilities management, finance, communications, development, technology, and more) for the synagogue*
- *Retain, maintain, and build relationships with members*
- *Be a partner with the Senior Rabbi and Board president in creating the vision and culture of the synagogue*

### **Responsibilities:**

#### **Administration**

- Be responsible for the smooth administrative, day- to- day, functioning of the synagogue, in compliance with CAI policies/procedures and all applicable laws.
- Hire, train, supervise and evaluates all administrative, program and facilities personnel.
- Work closely with staff to ensure the office and facilities are always friendly and welcoming to members and visitors and that administrative, program, and facilities needs are met.
- Be responsible for management of employee benefit programs, risk management, and all contractual agreements.
- Collaborate with the Senior Rabbi to supervise and support other members of the Senior Staff.
- Be a "public face" of CAI in the community, both locally and nationally.

#### **Financial Acumen**

- Supervise development of Annual Budget in collaboration with Board of Directors and in coordination with the staff and monitor implementation of approved budget during the course of the year.
- Monitor financial performance monthly in relation to the budget and cash flow and advise the Board appropriately.
- Manage the day-to-day financial operations including the production of monthly financial management reports, management of synagogue's funds and assets, and work with CAI's accounting firm for the preparation and review of accurate annual financial statements.

#### **Lay Leadership Development**

- Work with the President of CAI and Executive Committee to ensure the Board is properly supported with information and data as needed.
- Work with the CAI President, Clergy, senior staff and the Leadership Development Committee to identify, engage and cultivate lay leaders within the congregation.

#### **Membership**

- o Set the tone for the relationships among congregants, staff and clergy and to support/ensure success of programmatic, retention and recruitment goals.
- o Foster an inclusive environment aligned with the vision of community established by the clergy.

### **Human Resources Management**

- o Review and evaluate the organizational structure and processes
- o Further develop an environment that fosters respect, employee satisfaction, productivity, and high overall morale among the staff and clergy.
- o Ensure that staff provides a very high level of customer service to congregants and the greater community.

### **Facilities Management**

- o Ensure exceptional cleanliness, maintenance, and timely repair of CAI facilities – the physical space in which the community worships, engages, learns, and celebrates together.
- o Supervise and manage vendors (caterer, security, etc.) who work in the facility.
- o Manage the building staff, ensure maintenance of the operations and appearance of building, grounds, property and equipment (including technology, sound systems and live streaming).
- o Manage the events and logistics of events that happen throughout the facility.

### **Qualifications and Experiences**

- A strong leader and a good manager
- Experience with change management and understands how to guide people through the process
- Builds strong relationships; engages with people and create a warm environment
- Comfortable being an external face and presence of the community to engage with members
- Excited to partner with Rabbi Lucas
- Is able to hold multiple things at the same time; understands and has proven experience how to take a project from start to finish
- Financial management skills and business acumen
- Diplomatic; strong experience in customer relations and customer services
- Demonstrated experience with building a team and staff supervision/appreciation
- Excellent communication skills, written and verbal
- Have experience in building procedures, maintenance, security and facility operations
- Understands how to work and engage with volunteers
- Create a leadership pipeline for committees, volunteer engagement, etc.
- Support the fundraising/development portfolio
- Maintain professionalism and confidentiality

- Has experience and knowledge with marketing and branding to enhance the external presence of the synagogue

See the potential in the staff; be creative and flexible in roles and responsibilities

This position description is based upon material provided by Congregation Agudath Israel and is an equal opportunity employer.

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