

Position Announcement: Executive Director March 2022

The Opportunity

Beth El is a thriving Conservative Jewish congregation located in Durham, North Carolina, an exciting, fast-growing Southern city often recognized as one of the best places in the country to live, most recently in [*US News and World Report*](#). Founded in 1887, Beth El has long served the vibrant Jewish communities of the Research Triangle including Durham, Chapel Hill, and Raleigh. The area attracts an increasingly diverse, skilled, and cosmopolitan population of all ages and is home to an active, visible, and growing Jewish population. As these communities have grown, so has the congregation, which now numbers over 400 member families. A member of the United Synagogue of Conservative Judaism, Beth El also includes an Orthodox Kehillah affiliated with the Orthodox Union.

Beth El is now seeking a new Executive Director to succeed Alan Friedman, who served the congregation successfully for three years before departing for family reasons. The Executive Director is responsible for the synagogue's administrative, financial, and business operations in addition to supporting the congregation's religious and membership services. The new Executive Director will help position Beth El at the cutting edge of engagement and what it means to be part of a synagogue in the 21st century.

The Position

The Executive Director position requires both high-level leadership and management acumen and day-to-day hands-on skill in key functional areas, particularly finance. The Executive Director supervises eight full- or part-time staff positions, including one vacant position. Beth El seeks a distinctive combination of personal qualities and professional competence.

The Person

We are seeking a dynamic individual with the following personal qualities:

- A **holistic thinker**, who can help develop a comprehensive vision for the future, thinking big while keeping the details constantly in view.
- A **people person**, who is outgoing, confident, optimistic, empathetic, engaging, and service-oriented.
- A **community builder**, who is resourceful in adapting to changing needs and finds a way forward in an inclusive way that respects differences and builds bridges.
- An **innovator**, who can develop fresh approaches to needs both old and new.
- A **team builder**, who empowers and brings out the best in others.
- An **unflappable problem solver**, who leads with confidence, patience, calm, and positivity.
- An **avid participant** in the life of the Beth El community, committed to Jewish identity, ritual, and programming.

The Role

The Executive Director has a broad range of responsibilities that require a high level of professional competence in the following areas:

- **Organizational Leadership:** Collaborate with the Rabbi and the Board to plan and lead Beth El's future as a vibrant, diverse Conservative Jewish Congregation. Support the work of the Board and committees of the congregation.
- **Financial Management:** Serve as Beth El's Chief Financial Officer, working closely with the Finance Committee of the Board.
- **Human Resource Management:** Lead and supervise Beth El's staff and establish with the Board appropriate policies and procedures.
- **Fundraising:** Participate in Beth El's development efforts and provide for effective record keeping and stewardship.
- **Programming and Membership:** Support the Rabbi and program staff in providing for the congregation's spiritual, educational, and social needs.
- **Communications and Community Relations:** Oversee internal and external communications and building relationships with other Jewish, interfaith, and civic groups.
- **Information Technology:** Oversee Beth El's IT needs in a cost-effective way that maintains security.
- **Facilities Management:** Oversee facilities use and maintenance, including a revenue-generating rental program.

The Search

Beth El's Board will appoint the congregation's next Executive Director following a national search. The Board has engaged the firm of moss+ross (www.mossandross.com) to assist the Search Committee in developing a pool of highly qualified candidates and to support the selection process. The successful candidate must have the personal characteristics and professional competencies described above and be willing to work evening and weekend hours when meetings and congregational events require. The Search Committee has outlined the following additional criteria:

Education and Experience:

- An earned degree from an accredited institution of higher education (required);
 - Relevant Master's degree or certificate in non-profit management (preferred);
- At least five years of demonstrated leadership at a senior level in performing the range of duties required at Beth El (required);
 - Familiarity with Jewish ritual, holiday, and life-cycle traditions, and experience working for or volunteering with a Jewish service organization (preferred);
- Significant financial planning, budgeting, forecasting, reporting, and management skills; and
- Experience evaluating and utilizing financial, communications, and database software and web-based technology.

Compensation and Benefits:

- Salary range: \$100,000-\$120,000 depending on experience and qualifications.
- Benefits: Health care, professional development allowance, professional dues, retirement plan with employer contribution, synagogue dues, religious school tuition discount, paid vacation/sick leave/family leave, paid holidays.

For More Information

A full position description, including application details, can be found [here](#).