

**Director of Engagement
Aventura Turnberry Jewish Center**

Scope of Responsibilities/Expectations:

The Director of Engagement is a key leadership position of the Synagogue's senior team. S/he will direct and oversee congregational engagement, new member recruitment, membership relations satisfaction and retention, and relevant congregational programming. S/he will be responsible for leading the membership process from responding to initial inquiries, facilitating new member connections and meaningful volunteer experiences. S/he will empower lay leaders to help develop and implement strategic programming—ranging from educational, spiritual, social, and social action—for members and potential members of all ages and walks of life. The Director will work closely with the clergy, Executive Director, educational and administrative staff and lay committees (e.g. Membership Committee, Program Committee, Gala Committee and Affinity Groups) to shepherd and guide a cohesive and consistent vision which enables members and potential members to lead connected, meaningful, and purposeful Jewish lives. S/he will be supervised by the clergy for programmatic, educational, and halachic matters, and by the Executive Director for administrative matters.

Overall Responsibilities:

- Develop a strategic plan for congregational engagement to include identifying key target demographics for congregational involvement and creating *Chavurot*/communities within the congregation.
- Maintain a data-based system of tracking prospective members and congregational engagement and follow-up.
- Oversee all membership activities including outreach, onboarding, and retention, as well as the process new memberships and solicit annual gifts.
- Serve as the lead staff person to develop community-based programming and special projects such as Gala events and creative Shabbat and Holiday programs.
- Coordinate and implement special events, including budget development and volunteer recruitment and engagement.
- Act as ambassador by nurturing and actively engaging members, their families, and prospective members; helping to create a warm and welcoming environment; and maintaining a visible presence in all areas of congregational life.

Please submit your cover letter, resume and salary history to:

Elliot B. Karp, Executive Director

Aventura Turnberry Jewish Center

Email only: ebkarp@atjc.org

Duration Full-time

Salary Range \$40000 to \$50000

Benefits Health Insurance, Vacation

Preferred Experience 3 Years' Experience

Preferred Degree Bachelors