



**Executive Director
Beth Israel Congregation
Ann Arbor, MI**

The Beth Israel Congregation community is looking for a dynamic and experienced Executive Director (ED) to play a key leadership role in sustaining and strengthening the congregation. BIC seeks an inspiring and strategic partner who will collaborate and engage with members, prospective members, the Ann Arbor community and beyond.

Since its establishment in 1916, Beth Israel Congregation has had a decisive influence on Jewish life in Washtenaw County. For many years, it was the only Jewish congregation in Ann Arbor. Beth Israel was one of the first conservative congregations in southeast Michigan to become an egalitarian congregation, and the first congregation in the country to select a woman president. Participation by lay leaders, professionals, and community members in leading or chanting the service is an important part of the culture of the congregation. Its relaxed and comfortable services reflect Ann Arbor's diversity.

The Search Committee is seeking an experienced Executive Director to work closely with synagogue leadership, clergy, professional staff, and lay leaders, to promote and maintain a warm and welcoming community for its members, as well as to connect and develop relationships with co-workers, vendors, and the community at large.

The Executive Director will oversee the human, financial and physical resources of the synagogue and is responsible for overall management of the congregation's administrative and financial affairs. This includes oversight of all board and synagogue committees, financial management, record keeping, personnel, communications, security, building, fundraising and membership.

Serving as a partner to Rabbi Nadav Caine (Rav Nadav), the ED will have a unique opportunity to engage with the Board and the community to create meaningful and robust volunteer opportunities, structures, and programs to implement the Congregation's emerging strategic plan and vision for the future.

The Ann Arbor Jewish community is a vibrant ecosystem with a thriving Federation, JCC, and key service agencies. Working together to provide a robust menu of experiences, the community embraces all and looks to BIC as a key partner in its activities and programs.

Experience & Qualifications

- BA/BS required; Master's degree in finance, non-profit management or business administration preferred.
- At least 5+ years of relevant experience in management, including managing finances/accounting, staff, facilities, and security.
- Knowledge of financial management systems, including financial planning and budgeting, accounting systems and controls, financial reporting and analysis; understanding of GAAP and fund accounting for non-profits preferred.
- Experience in fundraising for non-profits preferred.
- Exceptional organizational and project management skills.
- Superior verbal and written communication skills.
- Strong IT and computer skills, including ability to understand and implement technology needs to support the operations. Experience with ShulCloud and QuickBooks a plus.
- Excellent problem solver, with skills to find answers and resolve issues.
- Ability to mentor and lead an effective team, nurture strong relationships, and foster an environment of warmth and unity.
- Knowledge of human resource management, with demonstrated success in managing, motivating, and developing office and maintenance staff.
- Experience in facility administration, outside contracting for services, and negotiations with vendors and contractors.
- Knowledge of computer and web-based systems and social media to support administration, events, membership and marketing.
- Experience with volunteer and event management.
- Self-starter and creative problem solver with strong interpersonal and organizational skills, including the ability to communicate effectively (both orally and in writing) and efficiently prioritize responsibilities. Must be able to take initiative to improve processes.
- Enthusiastic, organized, highly motivated, responsible, courteous, flexible and creative. Must have a sense of humor.
- Availability to be physically present at the synagogue for selected religious holidays and events. May involve weekends and evenings. More than a 9 to 5 job.
- The Executive Director must be available to participate in local and national organizations as it relates to professional development, and the ability to network with other administrators in the field.
- Knowledge and understanding of Jewish culture, customs and practices preferred.

Salary range is \$110,000-\$125,000 plus benefits.

To apply or nominate someone, please send cover letter and resume to Wendy Wilsker, Managing Partner, Boyden Boston or wwilsker@boyden.com.