

EXECUTIVE DIRECTOR

Moriah Congregation

Description

Moriah Congregation is a strong, vibrant, Traditional Conservative synagogue community of nearly 400 families. Led by Rabbi Ben Kramer, Moriah is built upon a passionate commitment to Jewish life, learning and a love of Israel and the Jewish people.

Overview:

Moriah is looking for a talented and dedicated leader to serve as our next Executive Director (ED). The ED is responsible for finances, administration, facilities, strategic planning, membership relations, and is part of the fundraising and development team. The ED works to support the rabbi, and to collaborate with the professional staff, lay leaders, and members of the congregation to ensure that Moriah continues to thrive, both financially and spiritually. The ED supervises the administrative assistant, bookkeeper and maintenance staff, and candidates should have significant experience in administrative leadership. Candidates must be familiar with Jewish customs and lifecycle events. Participation in all activities of the synagogue is essential.

Key Responsibilities

- Oversee the day-to-day operations of the synagogue, including all programs, events, staff, fundraising, board communications, fiscal management, membership, public relations and food service coordination
- Oversee the synagogue's budget and finances, administrative functions, personnel, and facilities
- Oversee all communications, community outreach efforts, marketing, and online presence
- Utilize the synagogue's services, special events, programming, and board meetings as opportunities to build and strengthen relationships

Qualifications & Skills

- Bachelor's degree required, Master's degree in related field preferred
- 5+ years running an organization, preferably a synagogue or Jewish nonprofit organization
- Strong fundraising background; capital campaign experience is a plus
- Experience managing boards, committees, volunteers, and events
- Passion for the synagogue's mission and ability to represent the synagogue in the community
- Goal-oriented and strategic with strong multi-tasking and follow-through skills
- Organized, enthusiastic, creative, courteous, flexible, and discreet
- Strong business acumen and fiscal management skills
- Superior written and verbal communication skills
- Knowledge of Microsoft Office Suite, website management and social media

Compensation will be based on experience. Starting salary **of \$85,000 or more based on qualifications"**

Benefits package includes health insurance, pension, and paid vacation.