
Director of Operations Moriah Congregation

Position Summary
Posted: March 2024
Start Date: Immediately
Location: Deerfield, IL

Overview:

Moriah Congregation seeks a creative and dedicated leader to serve as our Director of Operations, to work closely with the clergy, staff, lay leaders, and members to ensure that Moriah continues to thrive financially, programmatically and spiritually.

Who We Are:

Moriah Congregation is a dynamic, warm, and engaged community located in Deerfield, Illinois. Our diverse membership is knowledgeable and committed to traditional Jewish practice, while fully embracing the challenges of the modern world.

Responsibilities Include:

- Manage the synagogue office staff in all member-facing activities, including communications, programming, and all synagogue functions, in a collaborative and welcoming manner.
- Supervise and oversee the daily activities of the facility, including partnering with the Early Childhood Center leadership.
- Manage relationships and agreements with external partners and vendors.
- Oversee all technology systems, website and social media.
- Develop and propose annual operating budget in partnership with the Board of Directors. Assume fiscal responsibility for all operations.
- Create and foster a workplace culture that encourages teamwork, and facilitates constructive relationships among staff and lay leadership.
- Manage human resources and employee benefits, including insurance and health plans.
- **Salary:** \$85,000

Please email resume, cover letter to: operations@moriahcong.org

Qualifications & Skills:

- Minimum of 8+ years non-profit leadership experience with at least 3 years of supervisory experience and board development/volunteer management experience.
 - Bachelor's degree in social sciences, nonprofit management, or related field.
 - Proven financial management skills, including the ability to analyze data for budgeting, operations, and auditing.
 - Ability to translate strategic objectives into successful short- and long-term results.
 - High personal and professional standards, commitment to excellence, and respect for confidentiality.
 - Self-starter with experience managing multiple projects concurrently; comfortable working autonomously.
 - Highly motivated, goal oriented, organized, detailed, collaborative, creative and persistent.
 - Ability to achieve organizational goals by utilizing technology. Superior written and oral communication skills.
 - Position requires evening and weekend hours.
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