

## **Judea Reform Congregation Executive Director Posting**

**Description of the Congregation:** Founded in 1961, Judea Reform Congregation (JRC) is centrally located in an academic hub of major institutions of higher learning, providing, among other opportunities, access to the resources of university Judaic Studies programs. Composed largely of transplants, with a few multi-generational families of long standing, the congregation is open to new and varied modes of worship while honoring the traditions built over a half century. Interfaith and non-traditional families constitute a significant part of our membership, and we seek to provide a welcoming home for all, including those with special needs. We value congregants' participation in worship and governance, as Torah readers, lay cantors, board members, and hands-on assistants to our staff. The congregation is not narrowly, inwardly focused but, instead, engages in social and political issues in our community, state, nation and abroad.

### **Position Summary:**

The Executive Director, as the lead staff person of JRC, directs the synagogue's day-to-day activities to achieve the mission, goals and annual operating plans approved by the Board of Trustees. The Executive Director supports JRC's vision and values by working closely with the Board of Trustees and the Senior Rabbi to develop and implement the synagogue's long-range and short-term goals, strategies, plans and programs. The Executive Director is an integral member of the senior leadership team, which includes the Senior Rabbi and Board President. This position reports to the President of JRC.

### **Roles & Responsibilities**

#### **Overall Congregation Relations & Leadership**

- Works with the President and Senior Rabbi, as well as other Board and staff members, to identify areas of opportunity, growth and challenges.
- Strategizes with the Senior Rabbi on staffing, Board development and operations.
- Assesses the big picture of congregational life, including operational needs, religious school and youth engagement.
- Leads strategic planning and annual planning processes.
- Builds relationships with and engages membership to strengthen the connection that all members feel to the synagogue.

#### **Board and Volunteer Support**

- Works with the President and Senior Rabbi to ensure that the Board members and key volunteers are engaged and supported.
- Works with the President on Board orientation to provide Trustees and other volunteers with the skills and tools they need to help JRC achieve its goals and objectives.

#### **Financial Management**

- Oversees the financial activities of the Temple, including finance, accounting, resource development, investment management and insurance needs.
- Works closely with the Treasurer and Finance Committee.

- Prepares & manages the annual budget & operational plan.

#### Development/Fundraising

- Works closely with Development Committee and Campaign leadership on overall direction, strategy, goals and support for development.
- Ensures that appropriate donor stewardship & recognition strategies are in place and carried out.
- Identifies and personally cultivates, solicits, and acknowledges donors and funding sources.

#### Administration / Human Resources Management

- Oversees congregation's business and staffing operations.
- Reviews and evaluates the organizational structure for efficiency and effectiveness.
- Supervises and manages office staff as delineated in the organizational chart.
- Creates and maintains a professional work environment with high morale, employee satisfaction and productivity in order to focus staff on high-priority goals and programs.

#### Campus/Community Relationship-Building

- Develops and maintains relationships with staff and leaders at other local Jewish organizations, including the Durham/Chapel Hill Jewish Federation, Levin JCC, The Lerner School, Community Midrasha, Beth El Synagogue, the Kehillah and other congregations.
- Participates in projects for the benefit of the JRC campus and local Jewish community.

### **Qualifications**

#### **Experience:**

The desired candidate should demonstrate:

- A track record of leadership, management, communication, financial resource development, and mentoring in a non-profit organization.
- A track record in recruiting and developing top talent.
- Strong strategic planning experience: translating strategies into concrete action plans; ability to balance strategy, execution and accountability.
- Competency in solving complex organizational problems.
- Experience with direct interaction with membership and addressing complex member issues.
- Experience with assessment, planning and implementing of fundraising strategies, and success in developing funding sources.
- Experience in achieving organizational goals and measureable results
- A commitment to continuous learning and networking with professional colleagues outside the organization.
- A commitment to excellence and professionalism, accountability, collaboration, innovation, respect, trust and confidentiality.

**Knowledge, Skills and Abilities:**

- Bachelor's Degree required, relevant Master's Degree preferred
- Minimum 7 years management experience in non-profit organization(s)
- Knowledge of Jewish traditions, practices, holidays, life cycle events
- Strong financial/accounting skills
- Sense of humor, ability to “roll with the punches”
- Ability to build appropriate partnerships with Rabbi, staff, Board, committees, and other volunteers.
- Ability to juggle multiple responsibilities.
- High personal and professional integrity.
- Excellent communication skills, both oral and written.
- Proficiency with Microsoft Office Suite, Quickbooks, and database management; MM2K or other CRM experience preferred.

**To Apply:**

Submit resume and a cover letter describing your interest and relevant experience to [EDSearch@judeareform.org](mailto:EDSearch@judeareform.org).

**Compliance**

Judea Reform complies with all federal, state, and local government regulations regarding the practices of employing people without discrimination. Applicants for employment and employees will not be discriminated against because of race, color, religion, sex, marital status, pregnancy, national origin, ancestry, age, physical or mental disability, medical condition, sexual orientation, military status, or any other protected characteristic under federal, state, or local law which is not a bona fide occupational qualification for a particular job. The Executive Director position is not a position which is required to be filled by a person of the Jewish faith as a bona fide occupational qualification. No preference will be given to applicants of the Jewish faith and the religious beliefs of applicants are irrelevant to the position and will not be considered during the application process.