

Executive Director, Beth El Synagogue

The Opportunity

Beth El is a thriving, intergenerational, pluralistic Conservative Jewish congregation located in Durham, North Carolina – an exciting city known for its arts scene, biotech businesses, legendary college basketball team, and heimish Jewish community. Founded in 1887, Beth El has long served the vibrant Jewish communities of the Triangle including Durham, Chapel Hill, and Raleigh. Often compared to Austin ten years ago, the region is consistently ranked by US News and World Report among the most desirable places to live in the US.

Like the local population, Beth El is also growing. The synagogue now has more than 400 member families. Although Beth El is a long-time member of the United Synagogue of Conservative Judaism, its big tent approach and lay leadership are unique, as evidenced by its three minyanim: Conservative, an Orthodox Kehillah affiliated with the Orthodox Union, and a new Egalitarian Minyan.

Beth El is seeking a new Executive Director to succeed Jodi Salomon, who served the congregation successfully before departing for personal reasons. The new Executive Director will lead the congregation in both planning and operations, collaborating closely with the Rabbi and lay leadership to ensure that the synagogue is as efficient as it is welcoming. The Executive Director will also be responsible for creating a new strategic plan and vision for Beth El that translates its existing and aspirational value propositions to engage both the current and next generation of members. The position reports to the Beth El Board President and is responsible for the synagogue's administrative, financial, and business operations as well as for supporting the congregation's religious and membership services.

The Position

The Executive Director position requires high-level leadership, management acumen, and day-to-day hands-on skill in key functional areas, particularly finance. The Executive Director supervises eight full- or part-time staff positions, including one vacant position. Beth El seeks a distinctive combination of personal qualities and professional competence.

The Person: We are seeking a dynamic individual with the following personal qualities:

- **A people expert** who empowers and brings out the best in others, knows how to have difficult conversations, and is capable of building (and advocating for) a best-in-class team.
- **A smooth operator** who sweats the small stuff, keeps the trains running on time, and also has the sense of humor not to take it all too seriously.
- **A community builder** who understands how to make people feel like they belong, has a customer service mind-set, and possesses the endless empathy and optimism needed for congregational life.
- **A strategic thinker** who can help develop and execute a comprehensive vision for the future that is both inspiring and achievable.
- **A creative problem solver** who serves a diverse congregation with confidence, patience, calm, and positivity and who builds trust by carrying through on commitments.

The Role: The Executive Director has a broad range of responsibilities that require a high level of professional competence in the following areas:

- **Organizational Leadership:** Collaborates with the Rabbi and the Board to plan and lead Beth El's future as a vibrant, diverse Conservative Jewish Congregation. Supports the work of the Board and committees of the congregation.

- **Financial Management:** Serves as Beth El's Chief Financial Officer, working closely with the Finance Committee of the Board.
- **Human Resource Management:** Leads and supervise Beth El's staff and, with the Board, establishes appropriate policies and procedures.
- **Communications and Community Relations:** Oversees internal and external communications and builds relationships with other Jewish, interfaith, and civic groups. Builds on existing volunteer opportunities and establishes new ones for the Beth El community.
- **Fundraising:** Participates in Beth El's development efforts and provides effective record keeping and stewardship.
- **Programming and Membership:** Supports the Rabbi and program staff in meeting the congregation's spiritual, educational, and social needs.
- **Communications and Community Relations:** Develops and implements a comprehensive communications plan that provides timely, engaging, and accessible information to the congregation and relevant external audiences.
- **Information Technology:** Oversee Beth El's IT needs in a cost-effective way that maintains security.
- **Facilities Management:** Oversees facilities use and maintenance, including a revenue-generating rental program.

Experience & Education

Beth El's Board will appoint the congregation's next Executive Director following a national search. The successful candidate must have the personal characteristics and professional competencies described above and be willing to work evening and weekend hours when meetings and congregational events require.

Competitive candidates will have most of the following:

- An earned **bachelor's degree** from an accredited institution of higher education;
- At least **five years of demonstrated leadership** at a senior level in performing the range of duties required at Beth El;
- **Familiarity with Jewish ritual**, holiday, and life-cycle traditions;
- Experience working for or volunteering with a **Jewish service organization**;
- Significant **financial planning, budgeting, forecasting, reporting, and management experience** in a non-profit organization;
- Experience evaluating and utilizing financial, communications, and **database software and web-based technology**.

Compensation and Benefits:

- **Salary range:** \$100,000-\$120,000 depending on experience and qualifications.
- **Benefits:** Health care, professional development allowance, professional dues, retirement plan with employer contribution, synagogue dues, religious school tuition discount, paid vacation/sick leave/family leave, paid holidays, and other benefits tailored to meet candidate needs.

Process:

To apply, go to "Easy Apply" at our [Linked-In post](#), or email a resume to Vice-President and Search Committee Chair, Kevin Ginsberg at kginsberg@kglawnc.com

- Applications are **due May 1st** and will be reviewed on a rolling basis
- First round interviews will occur the week of May 7th
- In-person interviews will occur in late May, with the goal of extending an **offer by June 1st**
- Start date is between **June 1 - July 1**

Beth El encourages applications from individuals with many identities and backgrounds to apply for this role, including Sephardic and Mizrahi Jews, Jews of color, women, people with disabilities, immigrants, LGBTQIA people, and people who come from low-income backgrounds. Even if you don't meet 100% of the requirements for this job – if you think you can do it, apply anyway. We want to hear from you.