



NETIVOT SHALOM
נתיבות שלום

Executive Director Job Description

Congregation Netivot Shalom
Berkeley, California

Full-time, Exempt

Date Created: January 7, 2021

Netivot Shalom began in 1989 and grew out of our founding members' collective commitment to create an egalitarian spiritual home for Conservative/Masorti Jews. Netivot Shalom is based in Berkeley, California, and is allied with the world of Jewish community. This participatory egalitarian community is defined by the values of: 1) connectedness; 2) learning; 3) justice; and 4) Jewish ritual. Netivot Shalom welcomes members who are Jewish and not, Jews-by-choice, interfaith families, multiracial, multicultural, married, single, families and individuals, LGBTQI, straight, old, and young. We explicitly recognize and cherish each other as teachers and students. For more information, please visit our website www.netivotshalom.org

The Executive Director is responsible for managing the day-to-day operations of the synagogue and for participating in long term strategic planning to promote Netivot Shalom's growth and sustainability. This position oversees: finances; membership and congregational engagement; human resources; communications; facilities and infrastructure maintenance; and front office operations. The Executive Director works as a team with the Rabbi, Family Education Director and Preschool Director, to realize the vision and values of the Netivot Shalom community. The Executive Director reports directly to the Board President and engages with the Board and its committees to assure the effective administration of the synagogue.

This position is responsible for promoting an inclusive, growth oriented and welcoming environment for staff and congregants and must demonstrate visible commitment to Judaic values of ethical leadership, equality and tikkun olam.

The ideal candidate will bring

- Exceptional membership-centered relationships, engagement and responsiveness, including support to the Board, committees and members/volunteers to grow programs, membership and revenue
- Financial and human resources acumen and proficiency
- Efficient, strategic and highly organized operations implementation and oversight
- Proactive partnership and support of Rabbi, Board of Directors and Committees

Responsibilities

1. Membership Communications and Engagement

- a. Improve community outreach, engagement and member satisfaction
- b. Develop and implement strategies to recruit, engage, integrate and retain synagogue members and serve as a source of information through regular and visible interaction with members
- c. Oversee the creation and dissemination of weekly, holiday and ad hoc communications
- d. Lead planning for High Holiday logistics, staffing and ticketing and be present on-site
- e. Recruit, train and support congregant office volunteers
- f. Oversee synagogue calendar and support website development/updates
- g. Facilitate donations and engage board in acknowledging donors and developing donor base

2. Leadership, Mentorship and Supervision

- a. Co-create a shared vision with stakeholders for planned growth and stability aligned with CNS values and mission
- b. Formulate effective strategies and implementation plans

- c. Oversee implementation of cost-effective and efficient administrative procedures to achieve high quality outcomes
- d. Provide training and coaching to enable staff success and retention
- e. Model clear and supportive communication
- f. Collaborate with other managers to create and implement a unified vision for the synagogue
- g. Build a collaborative, inclusive workplace in keeping with the values of Netivot Shalom

3. Financial Management and Planning

- a. In collaboration with a financial consultant and the finance committee, create a 3-year financial plan paralleling a shul strategic plan and update annually
- b. Oversee the finance/accounting function with day-to-day rudimentary processing by office staff
- c. Design and implement the annual budget in collaboration with the Treasurer and the Finance Committee
- d. Partner with facility manager to strategize and maximize the facility's leasing/rental income
- e. Oversee all tax filings
- f. Work directly and confidentially with congregants to maximize dues income
- g. Oversee payments to third party contractors

4. Human Resources

- a. Ensure compliance with all State and Federal employment laws
- b. Develop and implement HR policies, procedures and employee handbook
- c. Manage payroll and employee benefits and maintain employee files
- d. Provide guidance to the Board regarding competitive employee compensation and benefits
- e. Recruit, train and supervise administrative staff
- f. Identify staff training needs, provide onboarding for all new employees and assure administrative staff receive on-going development training in collaboration with other managers

5. Facility Management and Security

- a. Ensure the synagogue building, property, and electronic infrastructure (telephone, cable, Internet, software systems) are properly maintained and repaired
- b. Upgrade, as needed, electronic infrastructure and IT systems
- c. Oversee implementation of security and surveillance systems
- d. Oversee the Berkeley School Shared Use Agreement
- e. Manage emergencies during non-business hours (weekends/evenings/holidays), on site as necessary

Education and Experience

- B.S. or B.A. in general management highly desirable. Relevant work experience may be substituted for educational requirements.
- 3-5+ years of experience managing and/or leading significant synagogue or other non-profit operations
- Strong computer skills (Word, Excel and cloud-based data base systems); experience with Shul Cloud preferred
- Planning skills and a demonstrated ability to achieve set goals
- Extensive track record of developing and managing budgets successfully
- Knowledge of employment law, HR policies and procedures
- Strong communication and interpersonal skills (verbal and written)
- Demonstrated success in recruiting, hiring and retaining effective staff and volunteers
- Preferred: working knowledge of the internal operations of a synagogue

Desired Attributes

- Ability to work collaboratively with a diverse population of passionate, opinionated, and highly educated people
- Strong, well-honed ability to create and maintain effective teams
- Value achieving, outstanding results in collaboration with others
- A relational, community centered approach to management
- Ability to delegate responsibility to staff and volunteers
- An unwavering commitment to the growth and development of the synagogue and its staff

- A creative, flexible approach to problem solving
- The ability to engage, motivate and inspire others

Compensation

\$95,000 to \$120,000 salary range is commensurate with experience and qualifications. The benefits package includes health insurance and paid holidays—Jewish and secular, sick, and vacation leave.

Application Deadline

Open until filled. Apply no later than **5 p.m. January 28, 2021** to be considered in the initial screening.

Application Procedure

Email resume, cover letter and salary history/requirements to Darci Smith exec@netivotshalom.org Include “**CNS Executive Director – (Your name)**” in subject line. We are not accepting phone calls.

Anticipated Start Date

March 1, 2021 or as soon as possible

Congregation Netivot Shalom is an Equal Opportunity Employer