

# BETH EL CONGREGATION

DURHAM, NORTH CAROLINA

[www.betheldurham.org](http://www.betheldurham.org)

## POSITION ANNOUNCEMENT: EXECUTIVE DIRECTOR

**Beth El** is a Conservative Jewish congregation founded in 1887 that serves the thriving Jewish community of Durham and Chapel Hill, NC. Our new executive director will be joining us at a time of dynamic transition and growth. From 2011 to 2017, our congregation has grown from 295 to 400 households. We will soon break ground on a renovation and expansion of our building after a record-breaking \$5.5 million capital campaign. We are seeking an executive leader who thinks proactively, can modernize our operations, will continue to build a vibrant Jewish community and help lead us into the future.

We are located in a region of North Carolina that is home to major universities and health centers, and has an inspiring entrepreneurial spirit, a variety of rich cultural, intellectual and athletic offerings and proximity to renowned beaches and mountains.

### What Matters to Us:

- A **systems thinker** who can co-develop and implement a vision for the future.
- An **organizational director** who can develop and manage efficient operational strategies.
- A **passionate leader** who is committed to enhancing our Jewish identity, ritual and programming.
- A **disciplined and principled executive** who can see both the forest and the trees: managing budgets, strategy, staff and day-to-day issues as they arise.
- A **leader** who will inspire our administrative team and enable the engagement of our lay leaders.

### What May Matter to You:

Beth El welcomes members who have diverse backgrounds, ideas, levels of knowledge, and observance. We are an egalitarian congregation that is a member of the United Synagogue of Conservative Judaism. We include an Orthodox Kehillah affiliated with the Orthodox Union.

### Our Expectations of the ED:

- Establish annual and strategic priorities and initiatives in partnership with Beth El's Rabbi and lay leadership
- Is invigorated by the opportunity to take an organization into its next era
- Develop and implement effective management systems across the organization
- Excel at communicating and interacting with a wide diversity of people
- Lead and supervise Beth El's administrative team
- Manage the financial and administrative operations of the synagogue
- Develop and maintain effective systems to optimize staff and volunteer efforts
- Work with the Rabbi, Board and lay leadership to establish and implement a holistic vision for a membership experience that is engaging and enriching
- Manage our short-term transition and our newly renovated facility

**Required Education and Experience:**

- Bachelor's degree required; higher degree a plus
- Demonstrated leadership in successfully managing organizations, communications, people, programs, buildings, contracts, and events
- Significant financial planning, budgeting, forecasting, reporting and management skills
- Ability to utilize and learn financial, communications and database software and web-based technology

**Compensation and Benefits**

**Salary range:** \$80,000-- \$95,000 depending on experience and qualifications.

**Benefits:** Professional development allowance, professional dues, retirement plan with employer contribution, synagogue dues, religious school tuition discount, paid vacation/sick leave/family leave, paid holidays. Health care support is in transition and will be discussed with those interviewed.

**To Apply:** Beth El has hired moss+ross ([www.mossandross.com](http://www.mossandross.com)) to manage the search. Submit one document that includes your cover letter and your resume via email to:

Ms. Leslie Winner  
Chair, Search Committee  
Beth El Congregation  
[BethElSearch@mossandross.com](mailto:BethElSearch@mossandross.com)

The application deadline is February 19, 2018. The Search Committee will, in its discretion, accept applications until the position is filled.

**For the full job description and more about Beth El, [click here](#).**