

Temple Beth Zion (TBZ) Seeking Executive Director



Description:

TBZ, a thriving, progressive synagogue in the heart of Brookline, MA, is seeking a new Executive Director (ED) to support and further the mission and values of our community. Our ideal candidate will bring strong management skills, initiative, and the ability to work independently, collaboratively and creatively. The ED sees themselves aligned with our [mission](#) and a key contributor to TBZ's on-going success.

TBZ is an independent, participatory congregation of over 400 member households with a vibrant educational program for children of all ages. Led by inspiring and dynamic Rabbis devoted to exploring Jewish tradition and innovation with their congregants, TBZ offers many pathways to learning, spiritual growth, and social justice. Even during these Covid years, TBZ increased membership by 17%, working tirelessly to meet the varied needs of its congregants during this difficult time.

The ED serves as the Chief Operating Officer (COO) of the synagogue. The ED is a key leader, and is responsible for ensuring that the rabbis and lay leadership have the administrative support to function effectively and efficiently in achieving our mission. As COO, the ED ensures ongoing operational excellence with strong financial management and reporting, establishes excellent communications with TBZ members and staff, oversees building maintenance, and facilitates consistent administrative systems. The ED collaborates with and assists the Board of Directors and Rabbis in implementing and analyzing policies, strategies, and programs, including providing significant support for development and fundraising. The ED will work collaboratively with the Rabbis, staff and committees to develop the TBZ calendar and the timelines and resources needed to achieve TBZ's strategic goals.

Salary Range: \$85,000-\$110,000. TBZ offers benefits that include health insurance, paid time off including Jewish and secular holidays, and a budget for professional development to pursue learning opportunities to build and strengthen the skills required in this role.

The ED reports directly to the (Co-)President(s) and works in partnership with the Senior Rabbi. A full job description of the Executive Director position can be found [here](#).

Please send your resume and cover letter to: searchtbz@tbzbrookline.org

QUALIFICATIONS

- Bachelor's degree or related job experience
- 3 to 10 years' experience managing a non-profit organization including financial management
- Strong working knowledge of finance systems, CRM software, social media and websites
- Experience with fundraising and development strategies and management
- Experience managing, supervising and mentoring staff
- Ability to model and facilitate a collaborative team environment
- Experience working with a board of directors and volunteers
- Strong interpersonal and relationship-building skills
- Able to work a flexible schedule for evening and weekend meetings and events
- Knowledge of Judaism and understanding of synagogue life