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NORTH SHORE CONGREGATION ISRAEL EXECUTIVE DIRECTOR GLENCOE, IL

BACKGROUND

Established in the spirit of Reform Judaism in the service of God, of Torah, and of the People Israel, North Shore Congregation Israel (NSCI) is a vibrant, warm, and exceptional community. NSCI welcomes interest and participation from anyone who seeks a connection to progressive Jewish living.

NSCI is a synagogue with deep roots and a history of excellence. Many of NSCI's families are in their 4th generation of membership. In 2020, NSCI will celebrate their 100th anniversary. The clergy and education team are stable and integrally involved in the community; this is their home. Each member of the clergy and education team is engaged in leadership capacities locally and nationally, both inside and outside the Reform Movement.

Just as there has been a significant history, NSCI also is a synagogue and community that has evolved and is continuing to do so, with strong lay leadership who not only are open to change, but who encourage and facilitate it. NSCI's leaders generally start in grassroots action and volunteering. As a result, as they achieve higher levels of responsibility, they generally are intimately familiar with the ins and outs of the community and comfortable partnering with the senior staff in building the future. Four years ago, the senior staff and lay leadership identified a substantial opportunity for growth and vision. They partnered to engage in self-evaluation and close study to see where the community was and where they wanted to be. Guided by these defining values, that effort resulted in the creation of the Strategic Direction, articulating the key ideas that now serve as the foundation for moving the congregation forward to its next great iteration. Through the implementation of the Strategic Direction, NSCI works to always be an open and purposeful community, providing inspiration, comfort, connection, and consequence for all people. Additionally, but not secondarily, NSCI works to model Judaism, not as a faith of survival, but as a faith of flourishing, whose practices enable us to transform ourselves, the community and the world from the way they are to the way they can yet be. And finally, NSCI strives to empower each person as a stakeholder, educated in how to understand, interpret and demonstrate the impact of Torah and Jewish tradition for themselves, others and the world.

The Executive Director will join the NSCI Senior Staff team at a notably exciting moment, ripe with the possibility for significant transformative work, both personally and as a part of a team. The challenges around time demand NSCI staff and its community to consider both the changing patterns of engagement with, and use of, the synagogue as an institution, as well as rethinking old assumptions around membership and dues, exploring new ways for individuals and families to engage with the congregation, all the while maintaining and growing the financial footing. In the coming years, NSCI will be actively experimenting and implementing new ideas for how best to understand and engage the community around all the ideas articulated in the Strategic Direction and fulfill its traditional mission, and the Executive Director will serve as one of the key drivers in making that process possible.

THE POSITION

North Shore Congregation Israel seeks to partner with an energetic, skilled and professional Executive Director to bring his/her talents, aspirations and initiative to the community. A desire to facilitate and build relationships, a strong presence, and ability to lead, are all important characteristics. The Executive Director is involved in every aspect of temple operations and will manage, in collaboration with staff and lay leaders, administration, programs, membership/engagement, facilities, finances, and vendor relations. The ideal Executive Director will be both a leader and a team player, and a professional colleague and partner with staff, lay leadership, and the congregation at large, all in accordance with NSCI's mission, bylaws and policies.

NSCI seeks someone to serve as a connector, resource and bridge -builder among the professional and administrative staffs, and also among our congregants, prospective members, community partners, and the larger Chicago-land community. The Executive Director will work in close cooperation with the Senior Rabbi and President to fulfill NSCI's mission and strategic direction.

RESPONSIBILITIES

Administration

Oversee the daily operations of the NSCI, including facilities, IT, communications, membership, programming, security, personnel, financial operations, data management, Board support and other functions.

Support NSCI's mission and oversee compliance with the Synagogue's Bylaws.

Embrace and take shared ownership of the vision and strategic direction of the synagogue to enable the continued growth and success of the community.

Foster and develop meaningful relationships with members of the community and Board by being accessible during business hours and present at worship services, programs and other synagogue events.

Monitor and assess the administrative and operational structure and develop and recommend plans for continued improvements.

Participate in professional organizations (e.g. NATA) and attend events to network and assure that NSCI is available to others to share and to learn best practices and trends.

Staff Management

Foster a culture of collaboration, communication, service, integrity and shared responsibility across and among all staff.

Motivate, mentor and supervise administrative and facilities staff. Develop and oversee a performance evaluation process, including the clarification of roles and responsibilities, and setting performance expectations and accountability.

Provide resources for the continued growth and development of staff.

Engagement and Communications

Lead all aspects of the member engagement life cycle, including recruiting and welcoming prospective members, managing the annual membership process, maintaining membership records, and confidentially resolving members' concerns and issues.

Partner with the Engagement Committee to create new and innovative recruitment and engagement strategies for continuing members.

Review and evaluate existing traditional marketing, digital marketing and communications strategies in conjunction with the Communications Manager, and make recommendations for continued enhancements.

Finance

Supervise all finance-related activities, including monitoring expenditures and cash flow.

Ensure regular reporting of financial results to the Board in coordination with Treasurer.

Oversee annual audit.

Partner with Controller, Treasurer and Finance Committee to develop annual budget and long-term financial projections.

Program Support

Oversee all operational, facilities, maintenance and support activities to ensure the successful delivery of all synagogue programs and worship experiences.

Facilities Management

Supervise the Facilities staff and all facilities maintenance activities of building and grounds to ensure the property reflects the caring, welcoming and spiritual community that is NSCI.

Coordinate all construction activities with the Building and Grounds Committee and outside contractors as needed.

QUALIFICATIONS

The successful candidate will possess the skills and personality to manage a complex organization with qualifications that include:

An understanding of the role of the synagogue in the community and embrace the mission, vision and program direction that have been established by the Clergy Team, NSCI leadership, and the full staff team.

A customer service mindset with a high "EQ" (emotional intelligence quotient) and a track record of success in staff management, leadership and organizational development.

Demonstrated confidence, flexibility and professionalism with experience and expertise in managing the operations of an organization or institution; be comfortable working as a leadership team member; ability to motivate volunteers and staff and to communicate and cooperate across departments.

The highest ethical standards and spirit of inclusiveness, consistent with the values of the organization.

Outstanding communication skills in writing and in public presentations.

Experience assessing and managing a complex organizational structure, with experience recommending changes where necessary, working in support of clergy and volunteer leaders in making change and in directing a multi-disciplinary management team.

Capable of working with diverse constituencies and pressures, with sensitivity and tact.

Exhibits a high level of professionalism and mutual respect for the confidentiality of personal and financial matters as well as all other matters.

Demonstrated business knowledge and strong previous experience in the financial management of an organization. Experience working with financial statements and the management of accounting and data-base software.

Experience in staff recruitment, development, motivation and supervision.

An inclusive management philosophy and style that strives for and promotes excellence, encourages creativity, growth, problem solving and accountability.

Familiarity with current trends and developments in Jewish communal life and knowledge of and respect for the practices and tenets of Reform Judaism, is preferred.

COMPENSATION

An attractive and competitive package, commensurate with level of experience is available.

**FOR MORE INFORMATION, TO SUBMIT A RESUME OR RECOMMENDATION,
PLEASE CONTACT:**

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