



**TEMPLE BETH CHAYIM CHADASHIM
EXECUTIVE DIRECTOR
JOB OPENING**

ABOUT TEMPLE BETH CHAYIM CHADASHIM

Founded in 1972 as the world's first lesbian and gay synagogue, today Temple Beth Chayim Chadashim (BCC) is an inclusive community of progressive lesbian, gay, bisexual, transgender and heterosexual individuals, their families and friends. BCC is an established and essential part of Jewish life in Los Angeles, a member congregation of the Union for Reform Judaism, and a membership of 185 families.

Beth Chayim Chadashim means "House of New Life," and the services, social gatherings and broader activism make the community unique. BCC is an intimate, welcoming synagogue that brings warmth and perspective to its members and nonmembers. The congregation is inspired by our founders' vision and the values of equality, fairness and inclusiveness.

GENERAL JOB DESCRIPTION

The Executive Director is responsible for the direction, administration and coordination of all Temple activities. Working in collaboration with a passionate, engaged board of directors, membership, clergy and staff, the Executive Director is responsible for fundraising, membership, finance, programs and operations.

The successful candidate will connect with BCC's mission, have proven fundraising and management experience, excellent communication skills and experience with events/programming. Background in community organizing and social justice work is a plus.

DUTIES

- Member relations, membership development, supervision of temple volunteers, and management of facilities.
- Produce, review, and analyze complex reports, using a variety of software programs.

- Actively oversee fundraising activities, including applications for grants. For the annual fundraiser, manage all logistics of the event.
- In collaboration with the Executive Committee, develop and monitor the Temple budget.
- Work with the bookkeeper and Temple treasurer to oversee the collection of revenues and payment of bills.
- Manage BCC's social media presence, its public relations activities, and other communications with members and non-members.
- Manage calendar of events and services, and the coordination of Jewish holidays.
- Be present at first-day Rosh Hashanah and Yom Kippur services and ensure that they run smoothly.
- Promote BCC's social justice work and serve as a representative or liaison to the wider community, including the Jewish and LGBT+ communities.
- Prepare materials and manage the administration of Board, Clergy and Temple meetings.
- Manage two support staff in accordance with policies, procedures and applicable laws. Make staffing decisions in consultation with the Executive Committee of the Board.

QUALIFICATIONS

- Bachelor's or master's degree from an accredited four-year college or university.
- Previous experience in non-profit management, preferably in a temple setting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Good organizational, communication, and writing skills.
- Ability to manage employees, work with non-profit leadership, and establish and maintain effective relationships with temple members.
- Ability to work independently, follow-up, set priorities, manage time efficiently and be flexible.
- Knowledge of principles and practices of temple administration, including temple organizational structures and operations.
- Knowledge of Jewish traditions and holidays. Facility in Hebrew a plus.

SALARY AND BENEFITS

- Salary is commensurate with experience and with the size of the synagogue.
- Benefits include a generous time-off package and full medical and dental coverage.

TO APPLY

- Email your resume and cover letter to BCC Hiring Committee at bccedapplications@gmail.com.
- The deadline for submissions is October 29, 2018