

## Reston, VA Reform Synagogue Seeks Administrator or Executive Director

Northern Virginia Hebrew Congregation (NVHC) in Reston, Virginia seeks a warm, self-directed, energetic Temple Administrator or Executive Director to manage day-to-day operations.

### About NVHC

NVHC is our spiritual home where we connect to Judaism that matters. We are a kind, open-hearted, fun-loving, ethically minded Reform Jewish community. We lift our voices in prayer and in song, immerse ourselves in study, are interested in Israel, and do serious social justice work. We value smart thinking, careful planning, creative new experiences, and innovation. With nearly 500 member households, we are one of the largest Jewish institutions in the western part of Northern Virginia in the suburbs of Washington, DC.

### Overview of Job and Responsibilities

The Temple Administrator is the catalyst for smooth and reliable day-to-day operations. The Administrator is a member of the senior staff, which includes the Rabbi, Cantor, Director of Education, and Director of Early Childhood Education. In partnership with the other members of the senior staff and lay leaders, the Administrator supports the overall mission of the congregation and all programming by ensuring the efficient operation of fiscal, facilities, administrative, communications, and logistical functions.

Key areas of responsibility for the Administrator include the following:

- Human resources and personnel management
- Administering the expenditure of funds, as authorized by the Board of Trustees, and overseeing related accounting systems
- Maintaining and improving facilities and equipment
- Managing and coordinating logistics and arrangements for building use
- Coordinating and supporting all temple programs and events
- Coordinating and managing the temple calendar
- Spearheading congregational communications
- Serving as a resource to and liaison with lay leaders
- Interacting with congregants
- Participating in top-level visioning and strategic planning and assisting in implementing the outcomes

The Administrator directly supervises the Temple Secretary (FT), Education Secretary/Communications Coordinator (FT), Bookkeeper (PT), Custodian (FT), contractors and temporary support, and reports to the Board Vice President for Administration. S/he serves as an *ex-officio* member of the Board of Trustees and the Executive Committee and participates in lay-leadership meetings as appropriate.

### Qualifications

A successful Administrator at NVHC will be an independent worker, a partner and team player, a creative problem solver, a well-organized multitasker, and a clear and effective communicator who enjoys interacting with people and is flexible, dedicated to quality, tech savvy and high energy with a sense of humor, enthusiasm, patience, honesty, and a positive attitude.

Required Experience and Skills:

- Project management and/or office management and staff supervision
- Membership or customer service

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- Proficiency with office automation tools including word processing and spreadsheets
- Proficiency with fiscal oversight and accounting software tools
- Demonstrated strong oral and written communications skills
- Demonstrated ability to build and sustain positive interpersonal relationships
- Knowledge of Jewish customs and traditions or a strong willingness to learn
- Bachelor's Degree or equivalent experience, plus three to five years of similar management and supervisory experience

**Preferred Experience and Skills:**

- Development of an organizational budget
- Facilities management
- Working with volunteers and non-staff leaders
- Working in a non-profit environment
- Event planning
- Proficiency with customer relationship management and/or membership management software
- Proficiency with web content management and social media communications tools
- Proficiency with MS Office including Access and Excel

**Work Hours**

The Administrator's hours include some evenings and weekends.

**How You Will Benefit**

- You will work in a positive, team-oriented environment with committed colleagues and lay leaders and a warm and welcoming congregation.
- You will have independence and ownership of important responsibilities and opportunities.
- You will have the opportunity to thrive, learn new skills and gain valuable experience.
- You will receive a competitive salary and benefits package commensurate with your experience and skills.

**How to Apply**

To apply, please send 1) your resume and 2) a letter explaining, beyond the information on your resume, why you are interested in this position to [nvhc.ta.search@gmail.com](mailto:nvhc.ta.search@gmail.com).

*Please note: We are not considering applications from members of NVHC.*