

Beth Hillel Congregation Bnai Emunah (BHBE) is a mid-sized (500+ members), egalitarian and multi-generational Conservative synagogue located in Chicago's suburban North Shore. The Congregation boasts an award-winning, supplemental Hebrew School overseen by a full-time Educational Director, a robust adult education program, and active Sisterhood, Men's Club and youth group.

Our Rabbi, Cantor and Director of Education and Family Engagement are actively engaged in making BHBE a vibrant interactive and energetic congregation and community. From a ritual perspective, there are two daily minyanim and well-attended Shabbat morning services, and congregants enjoy a sense of belonging as they participate in varied ways in the warmth of Jewish tradition. See www.bhcbe.org.

BHBE is currently seeking a hardworking, dedicated and enthusiastic Executive Director to oversee the management and supervision of day-to-day synagogue operations. Specifically, s/he will be responsible for managing the office and facilities personnel, budgeting and financial management, facilities management, oversight for catering, marketing/membership outreach, synagogue calendar and information technology. The qualified candidate will be an experienced and skilled organizational manager who demonstrates innovation and enthusiasm. S/he must have the ability to collaborate with the Clergy and Lay Leadership and be responsive to the needs of current and prospective congregants. Knowledge of *Shul Cloud* and *Kesef* accounting is helpful.

Reporting directly to the President of the Board of Directors, this individual will work closely with and collaborate effectively with clergy and lay leadership. As an ambassador of the Synagogue, s/he must seek to understand and be responsive to the community we serve.

This ideal candidate will have:

- A minimum of 3 years of management experience in a member driven environment in either the for-profit and/or not-for-profit sector;
- Demonstrated success in financial, operational and administrative management;
- Collaborative management and leadership skills;
- Outstanding ability to communicate sensitively and diplomatically with all internal and external constituents;
- An understanding of the use of social media and its role in new member recruitment and relationship management with existing members;
- Proficiency in Microsoft Office and, ideally, familiarity with fundraising software;
- The energy and drive to manage the efforts at promoting BHBE;
- Knowledge of Jewish traditions and customs;
- A Bachelor's degree or higher

Compensation is commensurate with qualifications and experience (range: \$75K - \$95K which includes a stipend for health insurance) and which incorporates benefits, paid vacation and synagogue membership.

Interested candidates should submit resume and a cover letter which summarizes, in one paragraph, why you should be our next Executive Director. Send to searchcommittee@bhcb.org