

United Hebrew Congregation

Executive Director

Position Description

United Hebrew Congregation, a Reform congregation serving 900+ families from a suburban St. Louis campus, seeks a dynamic and innovative Executive Director who will build on the successes of the past while positioning United Hebrew as a congregation of the future. The Executive Director reports to the President of the Congregation and works in partnership with the Senior Rabbi to fulfill the organization's mission and vision.

Key Responsibilities:

Executive Leadership, Strategic Visioning & Planning, and Organizational Management

- Ensures that the policies, budgets, and other directives of the Officers and Board of Trustees are implemented in support of the mission to fulfill annual and long-term goals through a close collaboration with the clergy, program and youth staff, and volunteers.

Operational Management and Team Building

- Provide oversight for all business and financial operations including: annual planning, human resources, budgeting, building and facilities, communication, and technology;
- Provide ongoing supervision and guidance to staff members;
- Maintain flexible leadership style that motivates, inspires and empowers staff through active communication and delegation, and promotes collaboration and staff retention;
- Focus on professional development, including performance measurements, coaching and team-building;
- Serves as a key member of the management team of the cemetery board.

Fundraising

- In partnership with the Senior Rabbi, Board and community leadership, ensure the development and execution of resource development strategies and methodologies to meet established goals, including the Legacy initiative, as well as keeping up with other trends in synagogue philanthropy;
- Work closely with Board leadership, staff and outside consultants (as needed) on campaigns to raise funds to enable UH to meet current and future needs of members and stakeholders;
- Maintain a proactive approach in raising funds through relationship building, cultivation and stewardship of current and prospective donors, with particular attention to Scroll of Honor donors and those from previous capital campaigns.

Membership Engagement

- Serve as first contact for prospective member inquiries;
- Maintain membership database (Chaverware) for accurate membership records;

- Create robust system for recruitment, engagement and retention of membership;
- Work in concert with the Membership Committee to address areas of concern regarding lapsed members, resignations, nonpayment of pledges, and inactive members.

Board and Volunteer Engagement

- Work with the Senior Rabbi and Board President to set objectives for the Board and its committees;
- Partner with the Board leadership to identify, cultivate, recruit and empower new Board members by creating dynamic and supportive relationships;
- Provide support to Board members and key volunteers in ways that demonstrate appreciation, develop their skills, inspire them to action and strengthen their commitment to UH.

Qualifications

The ideal candidate is a skilled and organized manager with the ability to move from dialog to decision-making and a skilled supervisor and motivator who can effectively manage the complex operations of the Congregation.

- Bachelor degree required, master's degree preferred.
- 5+ years management experience in a non-profit or corporate setting.
- Demonstrated management and employee relations skills.
- Understanding of the relationship between the Board of Trustees and professionals and the ability to work both independently and as a team member.
- Understanding of Reform Jewish values, rituals, customs and holiday practices.
- Ability and willingness to take an active leadership role in congregational life; including attendance at Shabbat services, holiday/festival services, and congregational activities.
- Strong interpersonal skills to relate effectively with clergy, staff, lay leadership, volunteers, and members of the congregation.
- Demonstrated expertise and competence in finance and budgeting, recordkeeping, payroll administration and preparation of annual budgets and ongoing reports.
- Excellent oral and written communication skills.
- Strong computer skills with experience in Word, Excel, website and database management, and social media platforms. Knowledge of Chaverware™ is a plus.
- Synagogue management and fundraising experience is a plus.

Compensation and Benefits

This is a full-time exempt position with some flexibility in hours, providing health insurance; paid vacation and sick days; congregation membership; reduced tuition in congregational schools; professional membership association dues and convention expense reimbursement; pension and other benefits.

Salary is competitive and commensurate with experience. Send cover letter and resume to: unitedhebrewemployment@gmail.com (PDF format preferred). No calls please.