

Executive Director
Beth Israel Congregation, Ann Arbor, Michigan

Beth Israel Congregation in Ann Arbor, MI is seeking an Executive Director. Would you like to come work at our active, egalitarian, community-minded congregation? You would be working in a fun and engaged university community (University of Michigan and Eastern Michigan University), with a congregation of approximately 460 families.

The Position

The Executive Director (ED) manages, oversees and is ultimately responsible for the synagogue budget, its physical plant, supervision of non-clergy synagogue personnel, and the overall management and day-to-day operations of the synagogue. The ED, in partnership with the rabbis and lay leadership, is responsible for program, membership services, resource development, and defining and operationalizing the vision of the synagogue.

Areas of responsibilities include:

- Human resources management;
- Strategic planning and governance;
- Fiscal management and development;
- Membership recruitment, engagement and retention;
- Communications, marketing, and outreach;
- Facilities management;
- Program management

The successful candidate will be a dynamic and experienced manager who is interested in assuming a key leadership role in supporting our vibrant and welcoming congregation.

Candidates should have the ability to build and sustain relationships with diverse constituencies; to think and plan strategically; to prioritize, make sound decisions quickly and appropriately on a wide variety of issues and tasks; and to exercise initiative and show sound judgment. Candidates should be familiar with Jewish ritual, holiday and life-cycle traditions, and have strong written and oral communications skills.

Qualifications: a bachelor's degree from an accredited college or university; a minimum of **five years relevant experience**, including managing staff, volunteers, programs and events; excellent organizational, communication and interpersonal skills; and significant fund development, financial management, budgeting and reporting, and internal controls skills. Computer skills, marketing and communications skills, and facilities management experience are desired.

About Beth Israel Congregation:

Beth Israel is a fully egalitarian mid-sized congregation, affiliated with the Conservative movement, that affirms inclusion in Jewish life. We are passionate about engagement in Judaism through the study of Torah, acts of loving-kindness and *tikkun olam* in our congregation and community, and through meaningful worship that draws on the skills and dedication of our members. For more information, visit our website at <http://www.bethisrael-aa.org/>. For more information about the Jewish community in Washtenaw County: <https://www.washtenawjewishnews.org/PDFs/Guide-Jewish-Life-18.pdf>

About Ann Arbor:

Ann Arbor is a vibrant, diverse, globally-minded community with a strong and engaged Jewish community. As a university town, Ann Arbor has an eclectic and internationally-recognized food scene as well as a wide range of entertainment and community engagement activities. There are festivals, marathons, fairs, and sporting events for every taste and interest. A nationally-recognized library system and a strong school district and parks system provide abundant opportunities for families with children.

Details

- Compensation Range: \$75,000 to \$100,000 per year
- Benefits: paid sick/vacation time, medical, retirement plans, parental leave
- Other benefits: Professional dues, funding for conference attendances, religious school tuition, congregational membership.

How to Apply: Interested applicants should send a cover letter and resume to the Executive Director Hiring Committee at bicdirectorsearch2019@gmail.com.