

## ADMINISTRATOR – CONGREGATION BETH JEHUDAH

Congregation Beth Jehudah is a thriving community, very much a part of the fabric of what is best in today's Orthodox world, while at the same time very much a part of the contemporary world – hallowing it and shaping it with the inspiration of our rich Torah tradition.

The Administrator manages, oversees and is ultimately responsible for the CBJ budget, its physical plant, supervision of non-contractual personnel, and the overall management and day-to-day operations. The Administrator, in partnership with the Rabbis and lay leadership, is responsible for program management, fund-raising stratagems and coordination, membership recruitment and retention, resource management (both financial and human), and overseeing capital campaigns and building programs. The major areas of responsibility:

- I. FACILITIES MANAGEMENT AND SECURITY
- II. ADMINISTRATIVE SUPPORT AND OVERSIGHT
- III. PUBLIC AND COMMUNITY RELATIONS
- IV. MEMBERSHIP
- V. FINANCE, BUDGET, FUNDRAISING

### TASKS:

- ◆ *serves as the central administrator of the Congregation to implement policy decisions of the Board of Directors.*
- ◆ *provides for the day-to-day management of the Shul's fiscal, physical, security and administrative affairs.*
- ◆ *administrates the procedures and maintains the physical environment within which the Congregation's worship, educational, cultural and social activities are carried out.*
- ◆ *is the person through whom all Congregation activities and programs are arranged and coordinated.*
- ◆ *is responsible for administering and supervising all clerical and building maintenance personnel.*
- ◆ *assists in the preparation of the annual budget and monthly financial reports in coordination with the Treasurer; is responsible for bookkeeping, maintenance of congregational funds, and collection activity.*
- ◆ *serves as administrative staff liaison to Board of Directors and Committee chairs*
- ◆ *plays active role in fundraising, including grant writing.*
- ◆ *manages congregational database and membership communications, including directory and newsletters.*
- ◆ *Takes lead on membership issues and work with congregants to bring issues to closure.*

The Administrator helps create and maintain an environment which:

- is secure, warm, welcoming and inviting.
- serves the needs of the Rabbis and the Congregation.
- establishes and maintains conditions in which the Rabbis can function optimally to meet congregants' religious, social and community needs.

#### **QUALIFICATIONS:**

#### **EXPERIENCE (*prefer 3+ years' experience in at least 3 of the following areas*):**

- Collaborating with board of directors, staff and volunteers in a non-profit organization
- Institutional financial systems including budgeting, profit & loss statements, etc.
- Fundraising including Annual Appeal, Grant-writing and events
- Facilities management
- Publicity, marketing and/or communications
- Handling multiple deadlines

#### **SKILLS AND KNOWLEDGE**

- Ability to work as a team member
- Organization and administrative skills with attention to detail
- Program and project management, including budgeting
- Marketing skills
- Excellent decision-making skills
- Excellent written and verbal communication skills

To apply, please send resume and cover letter via email to [cbjcareers@gmail.com](mailto:cbjcareers@gmail.com)