

Executive Director, Congregation Habonim, New York, NY.

Congregation Habonim is an upper west side synagogue located in the Lincoln Square neighborhood established in 1939 by refugees of Kristallnacht, the Night of Broken Glass. We are an egalitarian Conservative synagogue, embracing a mix of our history of German roots and diversity of community as we celebrate our growth of the past 79 years. We are proud to serve residents of the upper west side and beyond. Visit our website and Facebook page to learn more about our vibrant community.

Congregation Habonim currently seeks an Executive Director (ED) to partner with clergy, school directors (Nursery and Religious) and the Board of Trustees in maintaining high quality spiritual, educational, programmatic and operational services. The ED is responsible for the day-to-day fiscal management of the organization while ensuring comprehensive and caring service and support to the administration and membership. Attention to detail is crucial for this position.

In collaboration with the Rabbi, the ED offers guidance and direction to the administrative staff to support the vision, policies and strategy of the clergy and Board of Trustees. The ED manages, oversees and is ultimately responsible for the synagogue financials to ensure adherence to budget. The ED supervises the physical plant, synagogue personnel, and day to day operational management of the synagogue. The ED also serves as primary liaison to the Board of Trustees, supporting Board functions and committees.

The ED must possess the skills and disposition necessary to manage personnel and operations responsibly, efficiently and enthusiastically. The ideal candidate demonstrates success in building and managing a strong administrative team and infuses interactions with staff and membership with energy, a positive attitude and a commitment to excellence. It is the responsibility of the ED to build and maintain collaborative networks, and to nurture a deep sense of respect within the community in all aspects of operational life of the synagogue.

JOB RESPONSIBILITIES

Finance

- Prepare and administer annual budget in conjunction with the Treasurer.
- Oversee and monitor daily synagogue expenditures to remain within budget.
- Work with outside accounting firm and internal bookkeeper to manage fiscal functions including: invoicing and collections (membership and tuition), bi-monthly payroll processing, accounts payable and receivables, management of bank balances and debit card usage.
- Analyze, prepare and present monthly and annual financial reports and statements, and course correct where necessary to adhere to budget.
- Assure compliance with federal and state regulations including reporting and record keeping.
- Help prepare annual audit by fulfilling information requests and address any audit issues in a timely, transparent manner.
- Work directly and confidentially with members or prospective members who request reduction or alternative arrangements for payment of the established fees.
- Negotiate, secure and maintain all contracts and policies including healthcare, insurance, and tech support.
- Suggest ways to increase revenue streams through pricing and new programs
- Find new ways to find drive more efficient spending

Leadership and Community Relations

- Partner with Rabbi to implement communal vision and ongoing member satisfaction and growth.
- Develop meaningful relationships with synagogue members and potential members during business hours and at community gatherings.
- Serve as liaison between the Congregation and broader community to promote the Synagogue's visibility
- Represent congregation, in collaboration with the Rabbi, in scheduling, planning and implementing outside community events, insuring that events reflect the mission of the synagogue.
- Assess administrative and operational processes and make recommendations for improvement.
- Attend all meetings of senior staff, educational staff, administrative/facilities staff, Board of Trustees and Executive Committee.
- Work directly on fund-raising efforts in conjunction with the Development Committee.
- Possess understanding of role and value of social media to increase awareness and visibility of the synagogue, and demonstrate ability to supervise staff in this area.

Staff and Office Management

- Motivate administrative and facilities staff to foster a culture of open communication, high level service, collaboration, creative problem solving and shared responsibility.
- Serve as central purchasing agent for all departments, ensuring cost effectiveness and soliciting competitive vendor bids as appropriate.
- Oversee maintenance of our facility.
- Monitor and evaluate building security needs. Oversee and schedule security personnel as required for daily events, ongoing events and special programming.

QUALIFICATIONS:

- At least five years of relevant experience in managing organizational operations, motivating staff and/or volunteers, and building member loyalty and commitment.
- Strong understanding of not-for-profit accounting and demonstrated fiscal management skills, including budgeting, reporting, forecasting and internal controls.
- Experience and fundamental knowledge of fundraising structures and protocols.
- Demonstrated success with fiscal management.
- Success in managing a complex workload and maintaining positive relationships under pressure.
- Familiarity with the rhythm of Jewish life including Shabbat, High Holidays, and life-cycle observances.
- Exceptional written and oral communication skills, excellent presentation skills and strong attention to detail.
- Technically proficient in CRM tools, Quickbooks and Excel.

HOW TO APPLY:

Please send a cover letter, stating salary requirements, and resume to Jobs@Habonim.net.