



# Central Synagogue

## Executive Administrator, Office of the Senior Rabbi

New York, NY



## What is Central Synagogue?

Central Synagogue, dating back to the early 1800s, is one of the leading and largest Reform congregations in the country. Located in Midtown Manhattan, Central's reach includes more than 2,800 member families, a livestream community numbering in the hundreds of thousands, and more than 800 students, from birth to twelfth grade, in the Nursery and Religious schools. Central Synagogue stands at the heart of one of the greatest centers of Jewish life and a leader in the social justice movement. It has long played a significant role in the national Reform movement and is known for its innovation and leadership in worship, leading to a greatly expanded audience over the last two decades.

Central Synagogue works toward a world in which Judaism is core to the lives of Central members and Jews everywhere and is a profound and positive force for humanity. Central continually redefines what it means to be Jewish today, both within the Synagogue community and far beyond the Synagogue's walls. The diverse clergy and professional team work hard, in collaboration with lay leadership, to build deep and enduring relationships among Central members, creating a caring, dynamic, and joyful community.

Central Synagogue is an inclusive and welcoming community. The Synagogue encourages participation from all who seek a connection to Jewish life and want to be part of its sacred community regardless of religious background, race, ethnicity, gender, ability, socioeconomic status, political affiliation, age, sexual orientation, or gender identity. Central is committed to being an open tent, a place that welcomes all people, including those who have been historically and institutionally marginalized or excluded from the Jewish community.

The Synagogue is well resourced, has over 100 staff, and is governed by a 29-member Board of Trustees.

To learn more, please visit: <https://www.centralsynagogue.org/>

## What is the Position?

Central Synagogue is seeking an exceptionally organized administrator to serve as the Executive Administrator, Office of the Senior Rabbi. The Executive Administrator supports Rabbi Angela Buchdahl, one of the leading and most prestigious rabbis within modern Judaism and an individual who is shaping and enhancing the Jewish community. In addition to being the spiritual leader of Central Synagogue's community of 2700+ families Rabbi Buchdahl engages with millions of individuals across the world through her sermons via live streaming, spiritual leadership, and engagements. The Executive Administrator, Office of the



Senior Rabbi, is integrally involved in coordinating a broad range of services across the Jewish landscape by supporting Rabbi Buchdahl through strategizing, scheduling, liaising, organizing, and responding to the thousands of requests received throughout the year.

The ideal candidate for this role will be a self-starter who is intuitive, strategic, positive, trustworthy and responsive. The ideal candidate must be comfortable with decision making and delegating in a fast-paced environment, able to work independently, and operate with a high attention to detail. This individual will interface regularly with senior staff, Trustees, and congregants, and must always maintain an executive presence. Commitment to confidentiality and sensitivity to others is absolutely essential. Reporting directly and only to the Senior Rabbi, this individual is responsible for providing executive-level and personal support to Rabbi Buchdahl.

## What Are the Responsibilities?

### Personal Assistance and Administration

- Provides high-level executive assistant and administrative support to Rabbi Buchdahl including heavy calendar management and independently schedules appointments, correspondence, phone calls, filing, travel planning and itineraries, expense management and reporting.
- Works in coordination with Rabbi Buchdahl to understand priorities and to respond accordingly.
- Establishes and maintains a system to support the Rabbi Buchdahl. Understands Rabbi Buchdahl's priorities and, accordingly, manages her email and provides appropriate, timely and professional response on Rabbi Buchdahl's behalf.
- Prepares materials, as requested, for various meetings, programs and classes which Rabbi Buchdahl leads, conducting appropriate research as needed.
- Supports Rabbi Buchdahl in achievement of her goals through effective management of her schedule which includes research, preparing reports and presentations and other special projects.
- Completes work on special projects as directed by the Rabbi Buchdahl which includes supporting Rabbi Buchdahl with personal life related coordination in order that she can maintain a balancing of personal and professional responsibilities.

### Collaboration with Central Synagogue Clergy

- Attends Clergy/Senior Leadership meetings and tracks follow up tasks as needed.
- Plays a coordination role across the Clergy Study, for example: managing the vacation calendar and work to support the Bimah Calendar (who is responsible for which services and when) ensuring there is always appropriate coverage.

- Works with Finance to manage distributions from the Senior Rabbi's and the pooled Clergy Directed Fund; maintains reporting and sends out thank you letters as required meeting the 48-hour turnaround that is the organizational goal.
- Takes the lead on High Holy Day planning and coordination within the Clergy Study Administrative team, ensuring smooth and successful High Holy Day programming.
- Oversees workflow among Clergy assistants to establish a culture of teamwork and support work distribution during busy periods.
- Manage PTO requests from clergy ensuring documentation and submission to payroll is accurate.

## What Are Your Qualifications?

- Top tier executive personal assistant or Chief of Staff; demonstrated experience with administrative support and experience supporting senior executives
- Expert in Microsoft Office; familiarity with Salesforce strongly preferred
- Knowledge of synagogue life and Jewish ritual practice preferred
- Understanding of the Jewish landscape, key organizations, and people
- Extraordinary work-ethic with unparalleled organizational skills
- Able to bring calm and order to intense, fast paced environments
- Relationship and trust builder while maintaining professionalism at all times

## Compensation

Central Synagogue offers a competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is up to \$150,000, commensurate with experience. Benefits include medical, dental, vision, a 403(b)-retirement plan with employer contributions, and a Central Synagogue employee membership.

This position description is based upon material provided by Central Synagogue, an equal opportunity employer.

To apply for this position, please click [HERE](#).

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