



Congregation Emanu-El of the City of New York Deputy Executive Director

New York City, NY



Background

Congregation Emanu-El of the City of New York is the oldest Reform synagogue in New York City, in a historic, landmarked building with nearly 2,200 household members. While rooted in its legacy, Temple Emanu-El is also fueled by a sense of purpose, justice, and innovation to invigorate Jewish life today. Whether through its Streicker Cultural and Outreach Centers; its exceptional nursery school, religious school, and young families programming; Gather: Small Groups community; its downtown satellite campus serving families; its work with those seeking conversion; Tikkun Olam programming and the Philanthropic Fund; or its vibrant affinity group network (Men's Club, Women of Emanu-El, The Well: Women's Intergenerational Study Group, Young Members Circle for those in their 20's and 30's, New Members Programs, Fifth & 65th for those in their 50's and 60's), Temple Emanu-El is known for the quality of its engagement. Emanu-El is a bold community unique in its warmth and majesty.

Position

The Deputy Executive Director leads the day-to-day work of the membership, operations, events, facilities, human resources, and other special initiatives. The Deputy Executive Director is involved in supporting the strategic efforts for the overall temple in partnership with the Chief Operating Officer. The Deputy Executive Director is a member of the operational steering team which includes the Vice President of Finance, Vice President of Development, the Senior Director of Marketing and Communications and Director of Security. Together, this team will set operational priorities, annual strategic goals and will assess the impact of temple wide efforts to create efficiencies, interdepartmental connections and to promote best practice and principal approaches to the wide array of work taking place to enable Temple Emanu-El to be a leader in the Jewish Community and beyond. The Deputy Executive Director will track trends in the areas of membership, operations, and events to ensure current efforts exceed standards. This leader will work to develop systems within the temple to support cooperation, effectiveness, and engagement.

The ideal candidate for the Deputy Executive Director role is proactive and will work diligently to ensure the day-to-day operations of the temple function efficiently and smoothly. The Deputy Executive Director is passionate about building vibrant community and enjoys interfacing with a wide array of people daily. This leader will work to create systems to ensure membership, events, operations, human resources, and other member serving programs are organized and well run. This person will be a strategic thought partner with the COO/Executive Director and will help to continue to build a dynamic organization fit to serve members, those in the temple's virtual community and work with other partner institutions. This person is collaborative by nature, working closely with lay leadership, and working across departments with colleagues to help them strategically meet their goals and grow the temple's reach. This leader is excited by mission driven work and can support the vision of a leading organization in the Jewish world. With responsibility for overseeing and

mentoring a team, the Deputy Executive Director will possess experience in successfully developing and managing staff directly and educating on best principles and practices across the organization.

Responsibilities

Membership Outreach and Engagement

- Supervise the Membership and Engagement Department, including planning for and execution of the High Holy Days and membership dues renewals, ensuring that best practices guide salesforce/CRM utilization, that lifecycle events are well managed, and that member engagement is prioritized across programs and departments.
- Assess alternative membership models based on post-Covid trends in the Jewish Community.
- Lead efforts to build additional volunteer opportunities for members, as well as provide support to volunteer programs such as Tikkun Olam and Shabbat Greeters.
- Support and supervise life cycle events, including member support prior to and on the day of the event.

Operational Oversight

- Work to support the COO by leading, coordinating, and overseeing the day-to-day core functions of the temple.
- Oversee the temple operations team, including the management of the master calendar, program set ups, all business-related rentals, the mailroom, and smooth day to day functioning within the physical plant.
- Develop and responsibly manage budgets as appropriate.
- Train, supervise and mentor a high performing team in pursuit of these goals.
- Identify, engage, and manage external resources as needed.

Staff Leadership, Management, and Human Resources Support

- The Deputy Executive Director manages the following departments/major areas of work: membership, operations, events, human resources, volunteer programs, and other member serving programs. This leader will directly supervise the Manager of Membership and Engagement, the Director of Facilities, and the Human Resources Manager; the Membership, Events, Operations and Maintenance/Engineering teams include additional staff members. The Senior Director will also work closely with the Director of Security on day-to-day operations and events.
- Build strong internal relationships with various temple departments such as the Streicker Centers and outreach programs, schools, caring community, development, and member affinity and small groups and effectively manage department requests and provide counsel and consultation on specific operational needs and strategies.
- Supervise the Manager of Human Resources to support all Human Resources components of Temple Emanu-el, including ensuring the temple is an employer of choice; ensuring legal compliance, up-to-date policies and procedures, staff development

programs support employee needs and interests, and an equitable compensation strategy.

- Serve as the proxy Executive Director when necessary.
- Drive the adoption of internal processes, workflow and standards that are effective and collaborative.
- Support the Membership, House and Human Resources Committees and other relevant lay leadership efforts as appropriate.

Qualifications

- 10+ years of experience in operations, membership, administration, and leading organizations.
- Outstanding written, verbal, and interpersonal communication skills
- Proven success in running day to day operations of complex organizations.
- 7+ years of proven management and people leading experience.
- Proficiency in Microsoft Office and Salesforce
- Familiarity with or interest in learning about Jewish community and culture
- Ability to represent the Synagogue in public settings.
- Available to periodically work evenings and weekends; provide leadership onsite during the High Holy Days and attend up to two Friday or Saturday worship services monthly, events and meetings as necessary.

Salary

The salary range for this position is \$190 – \$210,000 commensurate with experience. Congregation Emanu-El requires all employees to be vaccinated. The temple will continue to work with its medical advisor to maintain health and safety policies in accordance with CDC and NYS/NYC Department of Health best practices. Congregation Emanu-El employees are currently working remotely up to one day per week.

Congregation Emanu-El of the City of New York is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The Congregation does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business need.

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

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