



Temple Shalom of Chicago
Executive Director
Chicago, IL



Background

Temple Sholom is a warm and highly inclusive Reform congregation located in the heart of Chicago. Founded in 1867, Temple Sholom is one of Chicago's oldest and most pioneering synagogues, serving around 1100 family units, whose building is regarded as one of the most beautiful in the world.

In addition to its history, Temple Sholom is proud of its vast program offerings, including their innovative religious school, social events, and beautiful services. Temple Sholom also has a long history of work in social justice with many of its members seeking ways to touch humanity and do great things with their families as they work to help to heal the world. For over 150 years, Temple Sholom has sought to fulfill its mission to embrace, inspire, and matter.

A congregation rooted deeply in Torah, modern ritual, and Jewish values, Temple Sholom is a loving, empathic, diverse, collaborative, and respectful community. At Temple Sholom, the clergy prides themselves on cultivating culture of a big warm embrace, embracing people at their core for exactly who they are because "Wherever you are in your journey, Temple Sholom will meet you."

For more information on Temple Sholom, please visit <https://www.sholomchicago.org/>

Position

Temple Sholom of Chicago (TSOC) seeks a deeply relational professional to help lead the execution of their mission and strategic plan. The Executive Director (ED) will help hone and advance the mission and vision, serving as a partner and liaison with the Senior Rabbi. The ED will be responsible for overseeing the management and day-to-day operations of the temple, and its subsidiaries: 520 Stratford, Westlawn Cemetery & Mausoleum, and Lakeshore Jewish Funerals. Reporting to the President of the Board of Directors, the ED is an experienced, collaborative, mission-driven leader, who works in partnership with the Board and Senior Rabbi to implement the vision and mission of Temple Sholom as a welcoming place of warmth and excellence.

Priorities

- Provide short-term and long-term strategic leadership, partnering with the Senior Rabbi and lay leadership.
- Improve and help implement temple processes and systems across all departments (in areas such as Engagement, Facilities, HR, Finance, Schools, Development, and Technology) to better serve the temple's needs and grow the mission.
- Lead and manage the staff; break down silos to improve cohesion, creativity, operations, and accountability.

- Understand the current financial operating model in order to build a more sustainable system that reflects the temple's mission to "embrace, inspire, and matter."

Responsibilities

Strategic Leadership & Executive Management

- Partner with the Senior Rabbi, leadership, and other professional staff to identify goals and strategies that align the synagogue in areas for growth and opportunity.
- Review and evaluate the organizational structure and processes, conduct asset-map of staff skillsets; identify opportunities to invest in the staff and strengthen the business, as well as contribute to the organizational goals and accomplishments.
- Assess the office's staffing, processing and system needs and recommend priorities and necessary changes to strengthen the community.
- Manage synagogue operations, implementing best practices around processes and organization.
- Foster a culture with the staff that promotes teamwork, respect, dignity, and compassion.
- Oversee HR management for employees, including professional development, performance reviews/performance management, training, onboarding, and mentoring.
- Continue building an environment of trust and respect internally, prioritizing a culture of belonging, employee satisfaction, productivity, and high overall morale among the staff and clergy.
- Ensure that staff provides a very high level of "customer service" to congregants and the greater community.
- Assess and oversee administration of information systems and technology, including phone system, hardware, software, database, and office equipment.
- Oversee the development and production of all communication and marketing materials, ensuring consistent messaging, accuracy, and timing, including production of the weekly newsletter and promotion for community events.
- Supervise and partner with the Director of Finance to design, improve, and support CRM platform.
- Engage community members and families; be available as needed for questions, escalation of issues, special needs, etc.

Facilities Management & Operations

- Supervise the Facilities Manager to ensure that the physical building remains in good condition and repair.
- Monitor building budget to ensure the integrity of financial operations and allocate funds to accommodate necessary building repairs in partnership with Facilities Manager.
- Partner with the Facilities Manager in the operations and appearance of the building, grounds, property, and equipment (including technology, sound systems and live streaming).

Financial Acumen & Development

- Partner closely with Director of Finance to develop and implement best practices in Temple's financial systems.
- Supervise the Director of Finance in the preparation, approval, process, and implementation of the annual budget.
- Monitor finances to ensure the adequacy and integrity of the financial operations and compliance with proper financial procedures.
- Partner with Director of Finance to develop and/or enhance policies and procedures that contain costs and seek efficiency improvements in temple operations.
- In partnership with the Project Manager and consulting firm, contribute to the implementation of any future capital campaign plans, from roll-out to building reconstruction.
- Provide support for all development activities to achieve the congregation's fundraising goals in conjunction with the Senior Rabbi, Board of Trustees, and Development Committee.
- Support the development staff with all development activities including annual campaigns, major gifts, planned giving, endowment, and other fundraising opportunities.
- Oversee development of donor cultivation, acknowledgment, and recognition processes.
- Work with Development staff and lay leaders to intentionally activate congregational giving.

About You

You are a community-focused leader with strong business and operational acumen. You lead with strong interpersonal skills. You are approachable and want to develop relationships with staff, congregants, and the community surrounding Temple Sholom. You effectively communicate and can engage the community and facilitate difficult conversations.

You have experience working in and managing complex organizations including operations, finance, fundraising, facilities, HR, and staff culture. You are available to periodically work evenings and weekends to support Temple events.

You are team-minded and work to optimize each staff person in their role. You are organized, able to balance many responsibilities at once, and are effective in managing teams, delegating as needed. You are able to make difficult decisions and can be direct while respectful when addressing issues. You are able to maintain your patience even when faced with frustration.

You have a deep passion for the Jewish people and Jewish values. You are excited to work in an environment that reflects the diversity of the Jewish people and humanity with respect to

age, gender, race, sexuality, economics, disabilities, introverts, extroverts, and more. You believe in social justice and want to work somewhere that embodies this value.

You are looking for a position that is externally facing and has a strong community presence. You are comfortable working with congregants as they navigate lifecycle events/go through vulnerable times.

You are excited to work with Temple Sholom's fantastic clergy, especially supporting the vision of Rabbi Conover.

Compensation

The salary for this role is between \$150,000-\$200,000, depending on experience. The benefits package is robust and includes insurance, retirement plan, paid time off, professional development, and more.

This position description is based upon material provided by Temple Sholom, an equal opportunity employer.

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

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