



# Central Synagogue

## Chief Talent Officer

New York City, New York



## Background

Central Synagogue 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. 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 30-member Board of Trustees.

To learn more, please visit [www.centralsynagogue.org](http://www.centralsynagogue.org).

## Position

The Chief Talent Officer (CTO) will lead the Human Resource function, partnering closely with the Executive Director, the HR team of two professionals, and synagogue department leaders to ensure we are attracting, retaining and developing talent across all levels of the synagogue. They will drive best practices and initiatives, providing strategic direction, processes and expertise for all talent and human resources activities. This includes organizational development and effectiveness, talent acquisition, performance management, learning and professional development initiatives. Leveraging Central's robust PEO (ADP), the CTO will oversee the administration of compensation and benefits. The CTO will systematize and automate HR functions and processes to minimize risk, ensure compliance and increase efficiencies.

The ideal CTO has demonstrated success in talent acquisition strategy and process implementation as well as proven experience in employee retention and general HR systems. The CTO will align Central's people, processes, and policies with organizational values, to create a culture where diversity, equity and inclusion are integrated into all aspects of the organization and its work. This is an exciting opportunity for an experienced, strategic, progressive, and creative human resource professional to both refine existing processes and develop new initiatives that impact staff throughout Central Synagogue.

## Responsibilities

### HR Operations & Administration

- Lead, coach, and mentor the Human Resources team to deliver high-quality and responsive HR services, programs and procedures, ensuring the team can effectively address the challenges of a highly dynamic and diverse organization.
- Maximize use and facilitate training of Central Synagogue's PEO.
- Implement and manage HR business continuity plan to ensure organizational readiness in the event of emergency or service disruption.
- Organize and oversee employee benefits program, including ensuring that Central is maximizing efficiency while maintaining robust and thoughtful benefits for employees.
- Track benefits trends and new developments, ensuring compliance with government regulations.

### Recruitment and Retention

- Oversee an effective talent acquisition strategy including recruitment and onboarding processes, incorporating values of diversity and inclusion.
- Develop and implement a compensation policy that is competitive with external markets and ensures equity across the organization.
- Support departments in their unique recruitment of the best-qualified candidates.
- Plan and execute employee communications to promote an always meaningful and positive workplace culture.
- Work with senior leaders to identify staffing needs and provide support in recruiting talent.
- Facilitate a robust integration strategy for new team members to guide every employee through a thoughtful and inclusive onboarding process including training and team building.

### Professional Development & Performance Management

- Promote strong focus on talent development within the organization including where possible creating career pathways for high performers to move into other roles within Central and careers beyond employment at Central.



- Design and manage a professional learning and development program for staff at all levels of the organization, including managers, that will result in improved employee and organizational performance.
- Create a streamlined employee evaluation and performance management system that ensures timely reviews and regular feedback for employees across departments.
- Collaborate with leaders across Central Synagogue related to human resources to support improved employee performance and engagement.

### Employee Relations & Compliance

- Design and implement organization-wide management policies and procedures that are best-in-class and consistent with Central's mission. These include, but are not limited to, researching and recommending changes to policies and monitoring compliance.
- Anticipate and resolve complex problems and questions, including employee relations issues, in an economical and equitable manner compliant with legal regulations and general business practices, collaborating with counsel as needed.
- Receive and investigate all complaints and take corrective disciplinary action and/or reply as needed. Assist investigations and litigation involving current and former employees, in collaboration with leadership, manage actions and proceedings brought against Central.
- In collaboration with counsel, ensure compliance with federal, state, and local regulatory agency guidelines and standards.

### Qualifications

The CTO must be a seasoned leader with a minimum of 15 years' experience including a minimum of 5-8 years of senior HR leadership experience, ideally within nonprofit organizations. Certification (PHR, SPHR, SHRM-CP) is a plus.

The CTO will have the following experience and attributes:

- Alignment with, and excitement about, the mission and vision of Central Synagogue.
- Strong HR generalist experience, both as an effective strategist and practitioner, with a track record of successful execution of human resources programs; experience working with a PEO is preferred.
- Demonstrated capability in innovating, adapting, and implementing "people-centered" operational practices for a fluid and fast-paced, complex organization.
- Excellent communications skills – written and verbal.
- Expertise with conflict resolution and mediation practices.
- Excellent interpersonal, project management, customer service and organizational skills.

- Demonstrated experience and commitment to building and working within a diverse, equitable, inclusive, multi-cultural, and anti-racist community.
- Track record of success leading and navigating organizational change.
- Knowledge of human resources best practices, basic employment law, employee relations, training, and compensation/benefits.
- Working knowledge of regulations and laws governing New York and national employment including State, Federal and NYC legal requirements related to human resources including EEO, ADA, Workers' Compensation, Wage and Hour, COBRA, FMLA, NYS Paid Family Leave, etc.

## Salary and Benefits

Central Synagogue offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary to be paid for this position is \$175,000–185,000 depending on levels of experience and readiness to perform the responsibilities identified herein. Benefits include medical, dental, vision, a 403(b)-retirement plan with employer contributions, and a Central Synagogue employee membership.

## Equal Opportunity Employer

Central is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, and disabilities, as well as those with protected citizen, marital or partnership, pregnancy, and veteran or health statuses.

This position description is based upon material provided by Central Synagogue.

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

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Amichaim Abramson, Partner  
[aabramson@drgtalent.com](mailto:aabramson@drgtalent.com)

Natalia Kepler, Senior Talent Consultant  
[nkepler@drgtalent.com](mailto:nkepler@drgtalent.com)