



Temple Beth Shalom
Executive Director
Austin, TX



Background

Temple Beth Shalom (TBS) is a warm and welcoming Reform congregation located on the Dell Jewish Community Campus in Austin, Texas. More than 650 families, approximately 1,900 individuals, from all walks of life—young and old, native Austinites and newly relocated, Jewish and interfaith—make Temple Beth Shalom a vibrant and growing spiritual community. Engagement among congregants, clergy, and staff strengthens connections to each other through worship, education, and opportunities for Tikkun Olam (repairing the world).

Led by Senior Rabbi Eleanor B. Steinman, Assistant Rabbi Will Hall, and Cantor Abby Gostein, Temple Beth Shalom prides itself on being an inclusive community. One in which the congregation celebrates one another's s'machot (joyous moments) and comforts one another in times of need.

For more information about Temple Beth Shalom go to: <https://www.bethshalomaustin.org/>

Position

The TBS Executive Director should be a strong, collaborative leader who can work in partnership with the Clergy, Staff, and lay leadership to craft a vision which they can implement by leading TBS staff and volunteers as they strive to make that vision a reality. The Executive Director is a thought partner to Rabbi Steinman and is responsible for building relationships with members, staff, and volunteers creating an effective day-to-day operation to support the mission of sustaining the Jewish community in the unique and growing city of Austin. Specific areas of oversight include operations, staff management, facilities, and finance. No day is the same in the work of the TBS Executive Director.

Established in 2000, TBS is a bright, dynamic, and growing congregation. TBS is still relatively young and open to new ideas. TBS has an operating budget of \$2.5M. There are 3 clergy, 12 Full time staff and 4 part time staff and of a board of 17. The TBS school educates 350 students. The Executive Director reports to the Senior Rabbi and will have 10 direct reports. The staff of TBS is collaborative and does not work in silos; the work environment is one in which there is an open-door policy, and team members get up and walk to each other's offices serving as thought partners to one another. The ED is an experienced, mission-driven leader, who works in partnership with the Board and Senior Rabbi to foster the vision and mission of TBS as a welcoming place of warmth and excellence.

TBS recently raised \$1.6M in 2 weeks to purchase a plot of land adjacent to the temple. The plans for what this land will be used for are still in the development stage. The Executive Director will play a significant role in clarifying the vision for the next 5 years and ultimately collaborating regarding the design, financing, and fundraising for this upcoming project.

The Executive Director works an 8–9-hour workday with several meetings at night and on the weekends. While the schedule is demanding, it offers flexibility and boundaries to support work/life balance are encouraged.

Priorities

Facilities Management

Financial Acumen

Staff Management

Responsibilities

Facilities Management

- Oversee the coordination of all building usage for worship, life cycle events, religious school, youth programs, maintenance, and rentals, including calendaring, room assignment, event space set up, etc. Promote information security and IT system integrity
- Ensure the building remains clean and is set up with appropriate technology and seating for all events
- Supervise and manage vendors (caterer, security, etc.) who work in the facility

Financial Acumen

- Expand and diversify revenue streams to catch up to the growth the congregation has experienced over the past 7 years
- Build a stronger operating budget model that is less dependent on membership dues
- Support the launch of the Development Director (new hire) and initiatives around development

Staff Management

- Lead and manage the staff; enhance the creativity, operations, and performance
- Provide 1:1 staff supervision and facilitate team meetings
- Right size staff to catch up to congregational growth
- Utilize HR best practices
- Maintain a great place to work culture

Qualifications

- Exemplary skills in managing and supervising staff; team builder with demonstrated people management skills who motivates others to perform and improve
- Expertise in working with a financial framework and budget planning process
- Experience with facilities management
- Skilled in managing varied administrative and operational functions
- Excellent organization, communication, and interpersonal skills

- Must have exceptional emotional intelligence and a growth mindset
- Uses excellent judgement on urgency of matters
- Able to think in the big picture as well as in the details
- Inclusive and collaborative with the ability to interface across demographics within the community and outside the community
- Empathetic with strong interpersonal skills
- Ability to engage the community and at times facilitate difficult conversations
- Demonstrate professionalism and the ability to maintain confidentiality, being privy to sensitive information
- Forward thinker who is brave enough to question the status quo and can evaluate what is being done well and where TBS can improve
- Unquestionable reliability and consistency
- Mission-driven; understands the importance of the role of the synagogue in 21st century Judaism
- Experience with change management preferred
- Experience in non-profit organizations preferred, understanding that TBS exists for its members

Salary

The salary for this role is between \$130,000-\$150,000. 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 the Temple Beth Shalom, an equal opportunity employer.

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

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