



## Executive Director

### Congregation Har HaShem

Boulder, CO

Salary: \$120,000 - \$130,000

### **The Organization**

Congregation Har HaShem (HHS) is a warm, progressive, inclusive, and down-to-earth community comprised of authentic people of integrity. Congregants are social justice oriented and live the values of Tikun Olam. At HHS, emphasis is placed on creating a strong sense of community, focusing on membership and meeting member's needs. HHS is a diverse community with a high percentage of interfaith families, many Jews by choice, and queer friendly. Stakeholders describe HHS as "an easy place to feel comfortable" and one where "people feel seen and cared for."

The staff at HHS are not only hard working but also exceptionally kind and open-hearted. HHS has a thriving Religious School and an active youth group for children in elementary through high school.

For more information on Har HaShem go to <https://www.harhashem.org/>

### **The Position**

Har HaShem seeks an intelligent and collaborative professional to serve as the Executive Director (ED), who will serve as the Chief Administrative Officer of the congregation. Reporting to the Senior Rabbi, the ED partners with clergy, other professional staff, and lay leaders to develop policies, and to build and manage the human, financial and physical resources of HHS. The ED also has responsibility for overall management of the congregation's administrative and financial affairs, including supervisory responsibility for all administrative, accounting, facility, event, and outside contracted personnel. The ED provides support for clergy and other professional staff, congregational/lay committees and affiliates. The ED provides the Board and committees with the information and support necessary for: long-term strategic and fiscal responsibilities; fundraising through dues and other giving; maximizing the member experience; and furthering the mission and values of the congregation.

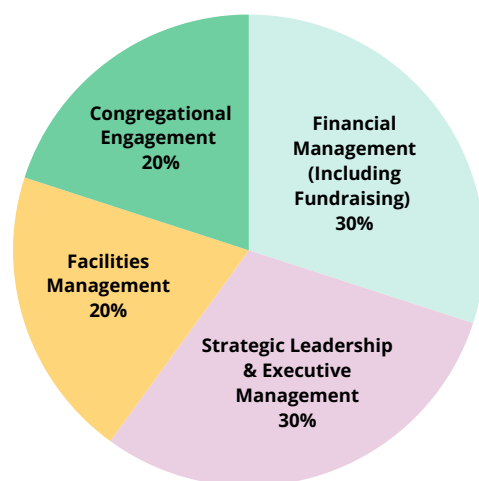
The ED is a member of the senior professional team, assisting the Officers, Board of Trustees and other senior staff to develop, execute and evaluate policies and programs. The ED interacts with and supports committees.

The ED ensures that the policies and directions of the Board of Directors are implemented effectively and in accordance with the principles, guidelines and objectives set forth by the Board of Trustees and the By-Laws of the Congregation.

The ED serves as an ex officio member of the Board and the Executive Committee and works with the Board to plan for committee and other meetings, support to the Board President, officers, trustees and committees, and provides monthly written reports.

## Financial Management (Including Fundraising)

- Prepare and review a balanced budget in cooperation with a lay committee
- Manage day-to-day aspects of Har HaShem's fiscal affairs, including cash management, accounts receivable and payable, payroll, and preparation of regular financial statements
- Increase awareness around fundraising to create a culture of giving
- Strategize, implement, oversee, and measure the success of all development and fundraising efforts, cultivating relationships and soliciting gifts, submitting grant proposals where appropriate
- Ensure appropriate donor cultivation, acknowledgment and recognition processes are in place
- Implement process to measure success and failure with development and fundraising
- Serve as the liaison to the fundraising committee and support their fundraising events and solicitation efforts
- Oversee annual capital campaigns



## Strategic Leadership & Executive Management

- Foster existing and build authentic and trusting relationships with staff, community members and partners
- Partner with clergy and other staff to identify goals and strategies that align the synagogue in areas for growth and opportunity
- Continually assess the congregation's needs and recommend priorities and necessary changes to strengthen the community
- Foster a culture with the staff that promotes teamwork, respect, dignity, and compassion for those served by the organization and all employees and volunteers
- Oversee HR management for employees, including professional development, performance reviews and performance management, trainings, onboarding, and mentoring
- Continue building an environment of trust and respect internally, prioritizing a culture of belonging among staff, 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

## Facilities Management

- Supervise and manage the Facilities Manager to ensure that physical building remains in good condition and repair while prioritizing the security of the grounds
- Partner with the Facilities Manager in the operations and appearance of building, grounds, property, and equipment (including technology, sound systems and live streaming)
- Ensure the building remains clean and is set up with appropriate technology and seating for all events

## ROLE OVERVIEW (cont.)

### Facilities Management (cont.)

- Supervise and manage vendors (caterer, security, etc.) who work in the facility
- Serve as project manager for upcoming building project (renovation or new construction)

### Congregational Engagement

- Promote a warm hospitable and active sense of community
- Communicate effectively to nurture positive rapport with all the Temple's constituencies
- Collaborate with staff to provide engaging programming to existing members and find ways to be relevant to new members
- Create opportunities to foster connections across affinity groups
- Maintain and improve upon practices in place to welcome new members to the community

Key Facts		
Families	Staff	Budget
500+	11+	\$1.6M

## THE IDEAL CANDIDATE

The ideal candidate for the Executive Director position possesses the following competencies:

### Financial Acumen

Interpreting and applying understanding of key financial indicators to make better decisions.

### Ensures Accountability

Holding self and others accountable to meet commitments.

### Builds Networks

Effectively building formal and informal relationship networks inside and outside the organization.

### Builds Effective Team

Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.

### Communicates Effectively

Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences

### Operational Insight

Applying knowledge of business and the operating environment to advance the organization's goals.

## THE IDEAL CANDIDATE (cont.)

### About You

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

You have experience working in and managing organizations including operations, finance, fundraising, facilities, HR, and staff culture and you enjoy each of these pieces.

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

You have a deep passion for the Jewish people and Jewish values. You believe in social justice and want to work somewhere that embodies this value.

### Additional 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 and capital projects preferred
- Skilled in managing varied administrative and operational functions
- Must have exceptional emotional intelligence and a growth mindset
- Excellent organizational skills and judgment; ability to prioritize work, manage time and multiple priorities, and meet deadlines
- History of creating effective working relationships with diverse internal and external colleagues
- 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

## WHO WE ARE

### Our Commitment to Diversity, Equity, & Inclusion

HHS is an equal opportunity employer—we celebrate diversity and are committed to creating an inclusive environment for all employees.

HHS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## COMPENSATION AND BENEFITS

### Salary

\$120,000-\$130,000

commensurate with experience

- 100% medical, dental, and vision covered for employee
- 7 days sick leave
- 10 Federal Holidays
- 15 days paid vacation in first five years (increases over time)
- Short & long-term disability
- Two-part retirement savings plan including employee contribution and congregational contribution after 1 year of service
- Professional development coverage including dues to the National Association of Temple Administrators, JPro subscription and conference attendance

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by Mid-September.

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[Submit an application](#)

