

# Chief Talent Officer

## Central Synagogue

New York, NY

Salary: \$180,000 - \$200,000

### The Organization

Central Synagogue is one of the leading and largest Reform congregations in the country. Located in Midtown Manhattan, Central's reach includes more than 3,000 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.

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

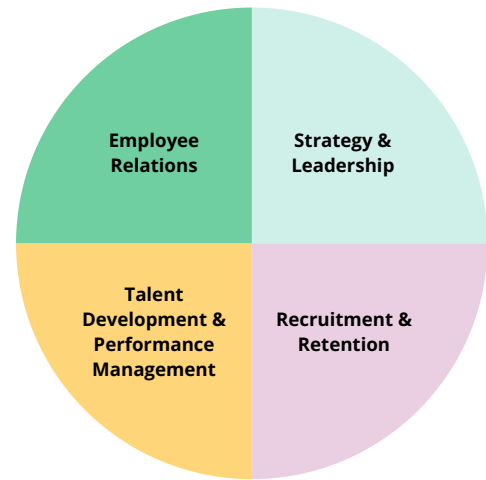
### The Position

The Chief Talent Officer (CTO) will lead the Human Resource function, partnering closely with the Executive Director, an HR team of two, and synagogue department leaders to ensure we are attracting, retaining, and developing talent across all levels of the synagogue during an exciting time of strategic growth. They will provide strategic direction, drive best practices, and bring expertise for all talent and human resources activities. This includes talent acquisition, performance management, learning and professional development, employee relations and all other business and functional human resources programs. They will automate key functions to achieve additional efficiencies and leverage the resources of Central's PEO (ADP TotalSource) as needed.

The CTO will align Central's people, processes, and policies with organizational values, to create a culture where professional development and diversity are integrated into all aspects of the organization and its work. This is an exciting opportunity for an experienced and creative human resource professional to both refine existing processes and develop new initiatives that impact staff throughout Central Synagogue.

## Strategy & Leadership

- Lead development and execution of all human resources systems and policies including learning and professional development, performance management, employee engagement, diversity, equity and inclusion, and talent acquisition.
- Assess all aspects of Central's human resource structure, policies, and programs. Make recommendations for improvement across all HR functions to meet changing internal and external conditions.
- 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.
- In collaboration with Director of HR Benefits and Administration, oversee employee benefits program, track benefits trends and new developments, ensuring compliance with government regulations.
- Maintain ongoing communication with staff at all levels of Central to seek their input and keep them informed of human resources policies, regulations, and practices.



## Recruitment & Retention

- Oversee an effective talent acquisition strategy including recruitment and onboarding processes, incorporating values of diversity and inclusion.
- Work with senior leaders to identify staffing needs and provide support, as appropriate depending on job level, in recruitment of the best-qualified candidates.
- 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.

## Talent Development & Performance Management

- Promote a 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 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.
- Oversee compensation and promotion practices to ensure salary benchmarking and equity.
- Partner with and coach management on goal-setting practices and professional development in support of achieving program objectives.
- Develop strong working relationships with supervisors across Central, taking a proactive approach to address crises, employee relations issues and performance challenges as they arise.

## Employee Relations & Compliance

- Partner with other senior leaders to 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.

Key Facts			
Staff	Budget	Board Members	Member Families
105 full time (2 Direct Reports)	\$30M	30	3000

# THE IDEAL CANDIDATE

The ideal candidate for the Central Synagogue position possesses the following competencies:

<b>Attracts Top Talent</b> Attracting and selecting the best talent to meet current and future business needs.	<b>Develops Talent</b> Developing people to meet both their career goals and the organization's goals.	<b>Drives Engagement</b> Creating a climate where people are motivated to do their best to help the organization achieve its objectives.
<b>Decision Quality</b> Making good and timely decisions that keep the organization moving forward.	<b>Action Oriented</b> Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.	<b>Drives Results</b> Consistently achieving results, even under tough circumstances.

## Additional Qualifications

The CTO must be a seasoned leader with a minimum of 5-8 years of senior HR leadership experience at a for-profit or non-profit organization. Certification (PHR, SPHR, SHRM-CP) is a plus.

- Alignment with, and excitement about, the mission and vision of Central Synagogue.
- Demonstrated experience in building a diverse and inclusive high performing team
- Ability to work well across departments, building productive relationships to understand organizational needs and priorities
- Thrives in a fast paced and dynamic organization, a self-starter who can balance competing demands, identify and leverage resources and efficiencies, while still driving their vision for HR
- Excellent communications skills – written and verbal.
- Expertise with conflict resolution and mediation practices.
- Knowledge of human resources best practices, basic employment law, employee relations, training, and compensation/benefits.
- Knowledge of 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.

## WHO WE ARE

### Work Environment

Central Synagogue is located in midtown Manhattan, with a Sanctuary and Community House on Lexington Avenue and East 55th street. Central operates a hybrid work environment, with 4 in-office days per week. In addition, the office closes early on Fridays.

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

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.

## COMPENSATION AND BENEFITS

### Salary

\$180,000 - \$200,000

### Benefits

- Highly competitive and comprehensive benefits including medical, dental and vision insurance with Blue Cross Blue Shield
- 403(b) retirement with employer contribution of 5% to start, with up to 15% with increasing years of service
- Additional benefits such as Transit, Parking, Flexible Spending and Dependent Care
- Paid time off includes Federal and Jewish holidays plus 15 vacation days, 5 personal days and 7 sick days every calendar year
- Central Synagogue employee membership

## 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 of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us in September or October. Candidates who are invited to participate in interviews with Central will have three rounds of interviews and a leadership assessment.

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[Submit an application](#)