



Executive Director

United Orthodox Synagogues

Houston, TX

Salary: \$125,000 – \$140,000

The Organization

United Orthodox Synagogues (UOS) was founded in 1965, merging three congregations to chart a common future. UOS, located in the Willow Meadows neighborhood of Houston, has grown over its history in Houston and continues to be a warm, welcoming, orthodox community, committed to halachic observance and spiritual growth for all its members.

In 2017, Hurricane Harvey flooded the former UOS building, temporarily displacing the congregation.

Since then, the community has completed a \$13.5M capital campaign and built a beautiful new home. Today, the shul is vibrant and full each week, offering spirited prayer, engaging learning opportunities, children's programming, and warm hospitality for visitors. With a wide range of involvement opportunities—from Torah study to youth programs—the congregation is guided by a strong community spirit, mutual respect, and exceptionally dedicated lay leaders.

To learn more visit: <https://www.uosh.org/>



The Position

The Executive Director ("ED") serves as the synagogue's chief administrator and operating officer, responsible for carrying out the policies established by the Board of Directors. The ED reports to the synagogue's President (lay leader) and works in close partnership with the Rabbi, Executive Officers, Board of Directors, and committee chairs as directed by the President.

The Executive Director fosters a culture of care within the community and ensures a welcoming environment for all who enter the synagogue. This role provides leadership and management oversight across all areas of synagogue administration, including member relations and services, marketing and communications, financial management, facilities and building operations, and revenue generation. The ED leads a team of administrative staff, custodial professionals, and vendors to successfully achieve these objectives.

ROLE OVERVIEW

Administration & Leadership

- Oversee staff, including hiring, training, scheduling, evaluation, termination, and payroll.
- Develop and maintain administrative and financial systems to support the synagogue's mission and increase efficiency.
- Manage front office functions and maintain comprehensive documentation of programs, policies, and procedures.
- Ensure Board meetings are scheduled, and lay leadership receives all necessary materials.
- Participate in committee meetings and implement directives of the Board.
- Represent the synagogue with organizational partners and external groups as directed by the Board.
- Identify and develop new lay leaders, volunteers, and committees.

Program, Communications & Community Engagement

- Maintain the synagogue calendar and support lifecycle and community programs.
- Support Bnei Akiva Shlichim and Bnot Sherut and their programming needs.
- Oversee production and distribution of the Shabbat bulletin and community announcements, and maintenance of the website with up-to-date program listings.
- Collaborate with the Marketing Committee on advertising and special initiatives.
- Ensure all mailings and program resources are prepared and delivered on schedule.



Fiscal Management and Revenue Generation

- Oversee financial, accounting, and membership reporting systems.
- Collaborate with the Treasurer on budgets and financial reporting for the Board and congregation.
- Supervise billing, collection, and recordkeeping of all dues, fees, and assessments.
- Partner with lay leadership to develop fundraising initiatives, sponsorships, and optimize facilities rentals to generate revenue.
- Ensure the timely reporting of all financial statements, the accurate filing of taxes, and the maintenance of appropriate insurance coverage.
- Support the preparation and submission of grant applications and help manage awarded grants to ensure compliance and timely reporting.

Member Services

- Partner with the Membership Committee Chair to maintain and grow synagogue membership.
- Assist members with dues-related questions and resolve any issues promptly.
- Develop and implement processes to support members' lifecycle events (birth, Brit, Bar/Bat Mitzvah, wedding, death, bereavement), ensuring appropriate community engagement, notifications to relevant committees and professionals, and fulfillment of programming needs (e.g., Torahs, shiva support, sponsored events).

Facilities & Campus Management

- Partner with the Mikvah Committee on scheduling, maintenance, cleaning, and laundry.
- Conduct regular walkthroughs and inspections; ensure facilities are maintained and issues resolved promptly.
- Verify vendors' insurance coverage and oversee room setups and AV needs.
- Maintain inventory of movable property and ensure custodial staff have the equipment and guidance to perform duties.
- Collaborate with local law enforcement, security contractors, and leadership to maintain campus safety.
- Be on call for alarms and other emergencies.
- Oversee and manage event rental processes.

THE IDEAL CANDIDATE

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

Communicates Effectively	Collaborates	Situational Adaptability
Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Building partnerships and working collaboratively with others to meet shared objectives.	Adapting approach and demeanor in real time to match the shifting demands of different situations.
Manages Workflow	Financial Acumen	Strategic Mindset
Providing direction, delegating, and removing obstacles to get work done.	Interpreting and applying understanding of key financial indicators to make better decisions.	Seeing ahead to future possibilities and translating them into breakthrough strategies.

Additional Qualifications

- Minimum of 10 years of professional experience, including at least 5 years in a leadership role with direct responsibility for managing staff and overseeing performance to achieve organizational goals.
- Experience in a non-profit environment is preferred.
- Strong leadership skills with a proven record of hiring, supervising, developing, and retaining staff, and building effective teams.
- Strategic, process-oriented thinker with experience engaging lay leadership to support organizational systems.
- Proven track record in fiscal, financial, and budgetary management, including policy and procedure development.
- Excellent interpersonal skills with the ability to interact effectively with congregants, clergy, staff, and lay leadership to further the synagogue's mission.
- Commitment to fostering a warm, welcoming community for members, clergy, staff, and visitors.
- Strong problem-solving and multitasking abilities, balancing big-picture thinking with attention to individual responsibilities.
- Professional, ethical, and legally compliant approach to synagogue operations and programs.
- Ability to work effectively under stress and time constraints.
- Excellent written and verbal communication skills.
- Proficiency with Word, Excel, website/database management, and financial software (QuickBooks or similar). Familiarity with Shulcloud or Chaverware is preferred.
- Synagogue management and fundraising experience is a plus.
- Availability for occasional weekends, Jewish holidays, and other high-priority events as directed by the Board.
- Working knowledge of Jewish culture, traditions, and community needs is preferred.

WHO WE ARE

Work Environment

UOS has an in-person work environment, the Executive Director will spend 90% of work time in the UOS facility Monday through Friday. Flexible working hours on Fridays and around Jewish holidays.



COMPENSATION AND BENEFITS

Salary

\$125,000-\$140,000

UOS offers a range of benefits and support to help employees thrive.

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 November.

Tani Weissman
Partner
tweissman@drgtalent.com

Shanna Jadwin
Talent Consultant
sjadwin@drgtalent.com

[Submit an application](#)

