



Executive Director

Westchester Jewish Center

Mamaroneck, NY

Salary: \$165,000 - \$185,000



The Organization

The Westchester Jewish Center traces its roots to a small group of Jewish families in early-20th-century Mamaroneck who formed the Social and Aid Society in 1905 to support religious life and assist newcomers. Over time, this modest gathering grew into the Hebrew Institute of Mamaroneck, establishing its first building in 1925 and expanding its communal presence through a cemetery and Sisterhood. A period of significant growth began in 1943 with the arrival of Rabbi Irving Koslowe, whose leadership transformed the congregation through expanded worship, youth engagement, adult learning, and community programs, prompting the move to the Center's current Rockland and Palmer Avenue campus in the 1950s and later the construction of a new Sanctuary in 1968. Rabbi Koslowe served for more than four decades, followed by Rabbi Jeffrey Segelman, who continued to shepherd a growing and evolving community for over 30 years.



Since 2019, Rabbi Jeffrey Arnowitz has led the Westchester Jewish Center, honoring its rich legacy while guiding the congregation forward in alignment with the values and contemporary needs of Conservative Judaism. Today WJC is widely recognized for its warm, welcoming, and heimish culture, where clergy, staff, lay leaders, and congregants partner with genuine care and a spirit of collaboration.

The congregation's strong financial footing, highly committed professional team, and vibrant multigenerational programming, reflecting the breadth and creativity of a JCC, make WJC a thriving, inclusive community rooted in generosity, innovation, and Jewish connection.

The Position

The Executive Director of the Westchester Jewish Center (WJC) is the top executive and administrator of the synagogue. This role is accountable for the synagogue's overall operations and performance in achieving its mission and maintaining its financial health. The Executive Director reports to the President, with input from the Officers.

Organizational Leadership

The Executive Director serves as a central member of WJC's senior leadership team, working with the Senior Rabbi and President to provide strategic direction, administrative oversight, and operational excellence across the synagogue.

Responsibilities include:

- Recruit, develop, and lead a high-performing and diverse professional team, fostering an engaging and mission-driven workplace that prioritizes collaboration, professional growth, accountability, and staff retention.
- Champion a vibrant staff culture, serve as the synagogue's HR lead by strengthening the team with meaningful performance management, opportunities for professional development and policies that support a collaborative and high-functioning organization.
- Partner with and oversee program leadership to advance mission-aligned strategies for the Religious School and Early Childhood Center, supporting enrollment growth, program excellence, and long-term financial sustainability.
- Provide operational leadership and strategic partnership to the facilities function, ensuring the effective management of vendor relationships, contracts, and the physical campus to support a welcoming and well-maintained environment.
- Drive organizational effectiveness through strategic systems thinking, evaluating, and modernizing operational systems, processes, and technology infrastructure in collaboration with staff, lay leadership, and external partners.
- Translate the synagogue's strategic plan, mission, and values into coordinated operational practice, ensuring alignment across programs, community engagement, and day-to-day organizational operations.
- Lead the synagogue's security strategy and implementation, working closely with clergy, lay leaders, the Security Committee, professional vendors, and local law enforcement to maintain a safe and prepared community environment.
- Cultivate a thriving volunteer culture, designing systems that effectively engage, support, and retain volunteers while maintaining a healthy, sustainable level of engagement.
- Strengthen the organization's data culture, implementing systems that track participation and engagement, and assist in strategy development, improve decision-making, and deepen community relationships.

Supervisory Responsibility

Direct Reports:

- Director of Administration
- Director of Facilities
- Director of the Early Childhood Center
- Director of the Religious School
- Manager of Teen Engagement
- Librarian



Indirect Oversight

- Administrative and operational staff supporting synagogue programs, facilities, and community operations.

Financial Management

The Executive Director ensures WJC's financial sustainability and operational integrity through strong fiscal oversight, budgeting, and partnership with lay leadership.

- Work closely with the Finance Committee to maintain sound financial policies, systems, and practices.
- Partner with the Financial Vice President and Officers to develop the annual budget and manage organizational operations within approved budget guidelines.
- Monitor financial performance and ensure that adequate resources are available to support WJC's programs and mission, while proactively identifying and pursuing efficiencies as opportunities arise.
- Collaborate with WJC's accounting firm and/or controller to prepare the annual financial report.
- Work with the Treasurer to oversee financial accounts, reporting, and controls, oversee transfer of assets between Operating accounts, Restricted funds, Endowment and Capital accounts Support Financial Officers in engaging with congregants regarding financial obligations and related matters.

Facilities Stewardship

The Executive Director provides strategic and operational leadership for WJC's physical campus and ensures a safe, welcoming, and well-maintained environment.

- Oversee maintenance of properties, repairs, and capital improvements in collaboration with the Facilities Director and House Committee, and with approval from Officers and Trustees as required.
- Review and update long-term capital plans.
- Ensure compliance with all local, state, and federal health, safety, and accessibility guidelines.
- Supervise facility-related vendor contracts and ensure cost-effective, high-quality performance.



Community Engagement and Communications

The Executive Director serves as a visible representative of WJC and strengthens communication, engagement, and relationships within the synagogue community and beyond.

- Ensure that clergy, professional staff, and lay leadership are informed of matters affecting WJC operations and community life.
- Partner with clergy, board members, and committee chairs to shape a cohesive vision for programming that aligns with the synagogue's mission and responds to the needs and interests of members.
- Provide executive oversight of major events (e.g., High Holidays, Gala) and ensure strong administrative support for clergy, committees, and lay leaders responsible for individual programs.
- Develop and manage a structured volunteer engagement system including clear roles, onboarding, support, communication pathways, and recognition practices to deepen participation across WJC programs and committees.
- Oversee marketing and communications efforts to ensure that WJC's programs, activities, and mission are effectively communicated to members and the broader community.
- Oversee the Director of Administration to oversee congregant communications, respond to inquiries or concerns, and coordinate with staff or clergy as needed.
- Serve as a warm and welcoming presence to current, prospective, and new members.
- Attend synagogue programs, events, and religious services to engage with congregants and assess program effectiveness.
- Build cooperative relationships with community partners and organizations in collaboration with the Senior Rabbi.
- Represent WJC publicly and promote its programs to agencies, organizations, and the general community.

THE IDEAL CANDIDATE

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

Communicates Effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences	Financial Acumen Interpreting and applying understanding of key financial indicators to make better decisions	Builds Effective Team Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals
Big Picture Thinking Taking a broad view when approaching issues, using a global lens	Balances Stakeholders Anticipating and balancing the needs of multiple stakeholders in a diplomatic fashion	Ensures Accountability Holding self and others accountable to meet commitments

About You

- You are a community-focused leader with strong business acumen.
- You demonstrate strong leadership through empathy and emotional intelligence, fostering meaningful connections and a supportive environment.
- You are approachable and want to develop relationships with staff, congregants, and the community surrounding WJC.
- You effectively communicate and facilitate difficult conversations.
- You have experience managing organizations including operations, finance, fundraising, facilities, HR, and staff culture.
- You are team-minded and work to maximize each staff person in their role.
- You are organized and prioritize many responsibilities while effectively managing your team, delegating as needed.
- You can directly and respectfully communicate difficult decisions.
- You are mission-driven and understand the important role of the synagogue in 21st century Judaism.

Additional Qualifications

- Five years minimum of formal staff management experience and demonstrated ability to set clear priorities, delegate, and supervise direct reports.
- History of creating effective working relationships with diverse internal and external colleagues.
- Demonstrated financial acumen, analytic and problem-solving skills.
- Sound professional judgment, decision-making capability with a reasoned approach to problem solving, objectivity, tact, humility, and flexibility in attitude and openness to differing points of view.
- Fundraising experience is valued but not required.

WHO WE ARE

Work Environment

WJC has an in-person work environment; this position will require the Executive Director to work evenings and weekends as needed.

COMPENSATION AND BENEFITS

Salary

\$165,000 - \$185,000

Benefits

The benefits package is robust and includes insurance, pension plan contribution, paid time-off, professional development, and more.

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 April.

This position description is based upon material provided by Westchester Jewish Center, an equal-opportunity employer.

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[Submit an application](#)