Executive Director
Job Description

Full-time, Exempt

Description
Beth Jacob Congregation (BJC) in Oakland, CA seeks an energetic, self-motivated, organized Executive Director to work with our clergy, professional staff and lay leadership.

The Executive Director takes responsibility and ownership of the daily operations and the financial management of the synagogue, as well as its preschool and cemetery. This position requires supervision of staff, and collaboration with board members/lay leaders and senior staff to develop and implement strategies that promote the congregation’s mission. This position reports to the Board President and works closely with the Rabbi.

The successful candidate will have the following qualifications:

Required Qualifications
- Leadership experience in non-profit or business environments.
- Proven ability to build, manage, and coach small teams.
- Strong financial-management skills: track record of developing budgets, financial reporting.
- Experience using tools including Microsoft Office, Google Workspace, MailChimp.
- Exceptional communication and interpersonal skills.

Desirable Qualifications
- Bachelor’s Degree; Master’s or other advanced degree is a plus.
- Experience working with schools or preschools.
- Working understanding of Jewish life and practices.
- Experience with ShulCloud.
- Experience with fund-raising processes.

Responsibilities
The Executive Director will implement administrative, programmatic, fundraising, and marketing initiatives in partnership with the lay leadership and rabbis that advance BJC’s mission and strategic vision, including addressing the religious, educational, spiritual and social needs of the membership. Specific areas of responsibility include:

- **Supervise BJC staff.** The Executive Director is responsible for developing and supporting an effective staff team, including an accounting manager, facilities manager, communications staff, and others. This includes hiring, coaching, promotions, terminations, benefits and related matters for the staff operating under his/her supervision, and ensures the full, fair and accurate implementation of synagogue personnel policies and the following of all pertinent federal, state, and local laws. The Executive Director will also work with volunteer members of the community.

- **Oversee Beth Jacob facilities.** The Executive Director will help to develop, prioritize, and implement a facility projects plan to ensure a safe, well-functioning campus. This includes overseeing the Facilities Manager and the repairs and upgrades of the main campus (which
includes two sanctuaries, two social halls, two mikvahs, the preschool and two apartments) as well as three primary residences.

- **Oversee financial operations.** The Executive Director will ensure that the Synagogue’s financial systems operate with the maximum effectiveness, transparency, and integrity. This includes implementing fundraising efforts in coordination with the Board of Directors, working with the Accounting Manager in the areas of accounting and bookkeeping, monitoring the collection of dues and pledges, developing the annual budget, and providing the Board of Directors with timely, relevant, and accurate financial reports analysis/takeaways.

- **Oversee management of Beth Jacob’s cemetery.** Beth Jacob owns and operates the Home of Peace Cemetery. The Executive Director oversees the cemetery operations contract, and works with the Cemetery Administrator and the Accounting Manager to oversee all Home of Peace Cemetery operations.

- **Work with Beth Jacob’s preschool director.** Beth Jacob’s Jewish preschool Gan Mah Tov is onsite at Beth Jacob. The Executive Director will collaborate with the Preschool Director to ensure the smooth operation of the preschool and provide financial oversight of the budget.

- **Communicate with the Beth Jacob community.** The Executive Director will manage all communication including, but not limited to, weekly community emails, quarterly newsletter, program guide, website, social media, and donor acknowledgements, and all printed materials for Beth Jacob.

**Salary & Benefits**
Salary is competitive and commensurate with experience. Benefits include paid vacation and sick leave, medical insurance, professional development, a 401(k) plan, time off for both federal and Jewish holidays, and the possibility of relocation assistance. This is a full-time position that has the possibility of flexible hours and remote work part of the time. Some evening meetings are required, as are occasional evening programs, but the Executive Director is not expected to be present during any Shabbat services or Jewish holidays.

**About Beth Jacob Congregation**
Beth Jacob Congregation is a diverse Modern Orthodox synagogue that has been a leading presence in the Oakland community for over 125 years. Our community takes great pride in its deep roots and is ever-evolving to best serve the needs of our members. We offer a full spectrum of life-cycle events, and Shabbat and holidays at Beth Jacob are more than just services; we are a family that celebrates together and welcomes visitors warmly. Beth Jacob also offers wide-ranging religious programming, both on-site and virtually, as well as youth and adult education for a full range of Judaic backgrounds.

Interested in this role? Please send your resume and cover letter to jobs@bethjacoboakland.org.