



Congregation Shaarie Torah Seeks Executive Director

Apply by Sunday, December 2, 2018 • www.shaarietorah.org

The Opportunity

Congregation Shaarie Torah is an inclusive, multi-generational Conservative synagogue, nestled in the heart of Northwest Portland. Shaarie Torah seeks an Executive Director who will work collaboratively with the Board, Rabbi, staff and community to shape our strategic direction, building on the synagogue's rich history and accomplishments, and position the organization for a successful future. This individual should enjoy guiding and developing a dedicated team – in addition to rethinking programs, management systems and approaches, as appropriate, to further strengthen the organization. Shaarie Torah's next leader should have an entrepreneurial spirit and ability to build on efforts to grow our membership and funding base, in order to assure long-term sustainability of the congregation. This opportunity presents strategic, management and organizational demands that will engage a creative thinker who is excited to lead our historic congregation in the coming years.

About Congregation Shaarie Torah

Congregation Shaarie Torah was founded as an Orthodox synagogue in 1905. The congregation quickly grew from a small group of community members to include leaders in the Portland community and scholars from European Yeshivot. Over the years, the synagogue has retained its traditions and embraced new ideas and change – as it evolved into a Traditional synagogue and more recently became affiliated with the Conservative movement. Today's congregation includes close to 260 members (550 individual congregants), with a diverse mix of founding families and new members. The congregation is vibrant and forward thinking, and is actively engaged in the broad range of activities at Shaarie Torah and within the broader Portland Jewish community.

Shaarie Torah currently has a staff team of 12 and an operating budget of \$1.2 million, funded largely through membership dues and congregant donations. We own our building in NW Portland and cemetery in SE Portland. The Shaarie Torah Board of Directors and staff look forward to welcoming the next Executive Director into our community.

The Ideal Candidate

Shaarie Torah's Executive Director position requires an individual who is eager to collaboratively lead a Conservative synagogue, energized by this opportunity, and has the following profile.

Capabilities and Knowledge

- **Strategic Leadership and Entrepreneurship:** Provides strategic direction to the organization, working with the Board, Rabbi, staff and congregants. Develops priorities and plans, fosters buy-in to ideas, and follows through with a results orientation. Takes initiative to develop new opportunities and improve how things are done, while respecting and building upon past efforts.

- **Management and Organizational Development:** Plans and ensures sound management of operations, finances and facilities, and establishes best practices for related systems as needed. Sets clear direction and expectations for staff, fosters trust and a high-performing team culture, and ensures that the organization has the capacity needed to deliver on its goals and commitments.
- **Membership and Fund Development:** Shapes, with others, strategies and plans to grow the membership, develop more diversified funding, and mobilize resources for a sustainable future. Develops messaging and communications to further these efforts. Fosters a positive culture of member engagement and volunteerism, working with the Board and lay leaders.
- **Judaism and Jewish Portland:** Has an understanding of Judaism and the Conservative movement (or the resourcefulness to gain that understanding), and incorporates related trends and practices into strategic decisions and day-to-day management. Is connected in Jewish Portland, or is motivated to become part of the community, and is able to leverage relationships and lead with a congregation-centered approach.

Experience and Education

- A successful track record in leading an organization, particularly one in transition.
- Demonstrated skills in leading, mentoring and supporting staff, and building effective teams.
- A solid understanding of financial planning, management and oversight.
- Excellent interpersonal and relationship-building skills, working within a diverse community.
- Excellent communicator, with effective written and verbal communication skills, and the capacity to comfortably speak in public settings.
- Experience formulating strategies, plans, and priorities, and accomplishing these.
- Experience raising funds and cultivating donor relationships.
- Experience developing and engaging volunteers or members.
- Entrepreneurial, resourceful, and results oriented.
- Knowledge of Judaism and the Conservative movement.
- Nonprofit experience (preferred), particularly in a Jewish organization, including working with an engaged Board of Directors.
- Bachelor's or advanced degree in a relevant field.

Compensation

Starting base salary of \$85,000 to \$100,000, depending on experience, plus competitive benefits. This is a full-time, exempt position.

How to Apply

Please submit the following **by Sunday, December 2, 2018**:

1. A cover letter that demonstrates how your experience qualifies you to become the Executive Director of Congregation Shaarie Torah
2. A complete chronological resume

Send via email as a PDF to ED4CST@shaarietorah.org, attention E.D. Search Committee.

Please put "Executive Director for CST" in the subject line. Expect an acknowledgement of receipt.

All inquiries will be handled confidentially.

Shaarie Torah values diversity and is committed to equal employment opportunity.

For the Executive Director Position Description and to learn more about Congregation Shaarie Torah, please visit www.shaarietorah.org.