

## **Congregation Albert Administrator Position Description**

Congregation Albert, a 550-household Reform synagogue in Albuquerque, New Mexico, seeks a full-time Synagogue Administrator. Founded in 1897, we were the first synagogue in Albuquerque, and we are the oldest continuing Jewish organization in New Mexico. We are a progressive, supportive, diverse and inclusive community with endless opportunities for engagement, spiritual growth, learning and connecting with one another.

Congregation Albert's purposes are to create a community for those who wish to connect with a Reform Jewish congregation; to promote, and to enable its members to dedicate themselves to the fundamental and enduring principles of Judaism; to help ensure the continuity of the Jewish people; and to foster the vibrancy of Reform Judaism through *Torah* (lifelong Jewish education), *avodah* (worship of God through prayer and observance), *g'milut chasadim* (acts of loving-kindness), and *tikkun olam* (repairing the world).

Congregation Albert seeks a dynamic and innovative Synagogue Administrator who will build on the successes of the past while positioning Congregation Albert as a congregation of the future. The Synagogue Administrator reports to the President of the Congregation Board of Trustees and works in partnership with the Rabbi to fulfill the organization's mission and vision and as a partner, attend all Board of Directors meetings and be an ad-hoc member of all committees.

### **JOB RESPONSIBILITIES**

The Synagogue Administrator is a key member of the leadership team that formulates and oversees the operations and activities of the Synagogue implementing our programs and ensuring smooth daily operation. The Synagogue Administrator reports to the President of the Board of Trustees. The Synagogue Administrator works closely with the Rabbi, Cantor, Congregation Albert School of Religious Studies Director, Early Childhood Center (ECC) Director, Officers and Board to define and support the community's religious, social and community goals thus helping us to become a stronger, more dynamic and connected community.

The Administrator will have direct contact with the internal and external communities, both to make strong first impressions and to deliver ongoing positive and supportive relationships with congregants. Attendance at key events and some Shabbat/holiday services is expected. The successful candidate will be an integral part of a team, working with the clergy, education staff, building personnel, lay leaders and volunteers to make our services, programming and daily operation happen fluidly for all. The successful candidate does not need to be Jewish.

### **Primary responsibilities include:**

- Executive Leadership, Strategic Visioning & Planning, and Organizational Management, Operational Management and Team Building,
- Administration and Program Support,
- Membership Engagement,
- Personnel Management,

- Financial Operations,
- Communication,
- Technology,
- High Holy Days Logistics,
- Facilities Administration and
- Board and Volunteer Engagement.

The successful candidate will be a self-starter who sets priorities and carries them out in an efficient, organized fashion.

### **Executive Leadership, Strategic Visioning & Planning, and Organizational Management**

Ensures that the policies, budgets and other directives of the Officers and Board of Trustees are implemented in support of the Congregation's mission to fulfill annual and long-term goals through a close collaboration with the clergy, religious school staff and volunteers.

### **Operational Management and Team Building**

- Provides oversight for all business and financial operations including:
  - » annual planning,
  - » human resources management,
  - » evaluation of staff,
  - » budgeting,
  - » building and facilities,
  - » communication and
  - » technology.
- Provides ongoing supervision of and guidance to staff members.
- Motivates, inspires and empowers staff through active communication and delegation and promotes collaboration and staff retention.
- Focuses on professional development, including performance measurements, coaching and teambuilding.
- In partnership with the Rabbi, Board and community leadership, ensures the development and execution of resource development strategies and methodologies to meet established goals, including the Life and Legacy Society, as well as keeping up with other trends in synagogue philanthropy.
- Works closely with Board leadership staff on campaigns to raise funds to enable Congregation Albert to meet the current and future needs of members and stakeholders.
- Maintains a proactive approach to raising funds through relationship building, cultivation and stewardship of current and prospective donors, with attention to the President's Circle donors and those from previous capital campaigns.

### **Administration and Program Support**

- Coordinate administrative aspects of programs and services and the day-to-day operation of the synagogue.
- Directly supervise a bookkeeper and administrative assistants.
- Provide leadership with reports, information, and analyses as needed in a timely fashion.

- Assist congregants and committees in their planning for the administrative aspects of their events and programs.
- Provide administrative support for the Rabbi, Cantor, Congregation Albert School of Religious Studies (CASJS) Director, and Early Childhood Center Director.

### **Membership Engagement**

- Serve as the first point of contact for inquiries regarding the synagogue including membership, programming, and utilization of space.
- Serve as the first contact for prospective member inquiries.
- Maintain membership database (ShulCloud) to ensure accurate membership records.
- Work directly with the Membership Committee to create and maintain a robust system for recruitment, engagement and retention of membership.
- Work directly with the Membership Committee to welcome new and prospective members and integrate them into the synagogue family.
- Work in concert with the Membership Committee to address areas of concern regarding lapsed members, resignations, nonpayment of commitments and inactive members.
- Maintain positive interactions with members and volunteers to sustain and grow member involvement.

### **Personnel Management**

- Minimum of 4 years of experience in a supervisory role.
- Hire, supervise and regularly evaluate the office and building staff.
- Implement personnel policies and administer employee benefits program in conjunction with lay leadership.
- Define and implement a system of evaluation at least annually for the office and building staff.

### **Financial Operations**

- Assist the Treasurer in preparing an annual budget and assure its implementation.
- Ensure accurate accounting and proper attribution to general ledger accounts of income and expenses related to operations, programs and events.
- Implement and maintain proper financial management controls to ensure that all financial systems have a process of checks and balances, and no one individual can control any financial process.

### **Communication**

- Manage the synagogue calendar.
- Coordinate communications tools (such as website, e-newsletter, email, banners, mailings) with the Rabbi, Cantor, Congregation Albert School of Religious Studies (CASJS) Director, Early Childhood Center Director, and lay leadership, for timely and accurate dissemination of information.
- Bring strategy and creativity to communications activities.

### **Technology**

- Coordinate office technology including office computers and office software (such as Constant Contact, Membership Management {ShulCloud and QuickBooks).
- Work with technical support to troubleshoot problems until resolved.
- Ensure that key staff are trained on use of office software.
- Have rudimentary knowledge of computer security or be willing to take basic classes on this subject.
- Work with the President and staff to ensure functional modern technology is available throughout the synagogue to meet Congregational needs, including operations, programs and events.

### **High Holy Days Logistics**

- Coordinate logistics and administrative aspects of the High Holy Days.
- Arrange for and supervise contracts for event location, sound system, security, moving company, transportation, platforms, etc.
- Produce print material and prepare directions for staff and volunteers.

### **Facilities Administration**

- Hire, supervise and regularly evaluate the custodial staff.
- Be responsible for synagogue property and work with the Security Committee to ensure synagogue security.
- Liaise with vendors such as security, plumbing, utilities etc.
- Manage rental of synagogue space, including ad hoc staffing needs for private rentals.
- Ensure compliance with all regulatory requirements to ensure that all permits and testing meet standards and are current.
- Negotiate, with Board approval, appropriate insurance protection for the building and its contents.

### **Board and Volunteer Engagement**

- Work with the Rabbi and Board President(s) to set objectives for the Board and its committees.
- Partner with the Board leadership to identify, cultivate, recruit and empower new Board members by creating dynamic and supportive relationships.
- Provide support to Board members and key volunteers in ways that demonstrate appreciation, develop their skills, inspire them to action and strengthen their commitment to Congregation Albert.

### **REQUIRED**

The ideal candidate is a skilled and organized manager/leader with the ability to move from dialog to decision-making as well as a skilled supervisor and motivator who can effectively manage the complex operations of the Congregation.

- Demonstrated effective administration of a comparable organization.
- Minimum of 5 years management experience in a non-profit or corporate setting.
- Good judgment, management and problem-solving skills.
- Demonstrated management relations skills.
- Demonstrated employee relations skills.

- Demonstrated congregant relations skills.
- Ability to work both independently and as a team member.
- Demonstrated flexibility, organizational skills and detail orientation.
- Excellence in prioritizing multiple ongoing and developing tasks, while following through on long-and short-term responsibilities.
- Ability to foresee and plan for the logistical needs of programs and services.
- Ability to direct others, set priorities, and help others perform effectively and efficiently.
- Excellent oral and written communication skills (including editing and proofreading) ensuring that all office communications are accurate and professional.
- Technological savvy, including experience with social media and effective communication tools.
- Ability to handle confidential and sensitive issues with maturity, discretion, and professionalism.
- Strong interpersonal skills to relate effectively with clergy, staff, lay leadership, volunteers and members of the congregation.
- Demonstrated expertise and competence in finance and budgeting, recordkeeping, payroll administration and preparation of annual budgets and ongoing reports.
- Strong computer skills with experience in Microsoft Office Suite, website (Word Press) and database management and social media platforms (including Facebook, Instagram and Twitter).
- Excellent interpersonal skills including experience interacting with a membership base, volunteers and lay leaders.
- Willingness flex days off to work some Friday evenings and Saturday mornings.
- Good initiative and work ethic: must possess the ability to monitor, define, prioritize and complete tasks without direct oversight.

### **OPTIONAL**

- Experience with Membership Management ShulCloud, ShalomCloud and/or QuickBooks accounting software is a plus.
- Graphic design skills are a plus.
- Synagogue/church management experience is a plus.
- Fundraising experience is a plus.
- Understanding of Reform Jewish values, rituals, customs and holiday practices is a plus.
- Knowledge about Judaism, the Jewish calendar, Jewish lifecycle basics, Shabbat, and Kashrut basics is a plus.
- Spanish language proficiency is a plus.
- For more information about Congregation Albert, please visit [www.congregationalbert.org](http://www.congregationalbert.org)

### **COMPENSATION**

This is a full-time exempt position with some flexibility in hours, offering health insurance, paid vacation and sick days, congregation membership (if applicable); reduced tuition in religious school (if applicable), professional membership association dues and convention expense reimbursement, and other benefits.

**Hours:** Full-time, some evening and weekend work required

**Salary:** \$55,000-\$75,000 depending on experience

**Benefits:** Access to healthcare plan, 403(b) retirement savings plan, paid vacation, sick leave.