

## EXECUTIVE DIRECTOR

The Beacon Hebrew Alliance (“BHA”), a progressive, egalitarian USCJ-affiliated Synagogue located in the heart of the Hudson Valley in beautiful Beacon, NY, seeks a full-time Executive Director.

Our 130-household synagogue offers people from all walks of life a vibrant, progressive, multi-generational Jewish community in the rapidly growing city of Beacon, NY. We are committed to a warm, caring, experimental, experiential, and inclusive approach to Jewish life, and we celebrate the beautiful diversity of our membership.



This position will report to the President of the Board and the Board of Directors and will supervise the Part-time Rabbi, Synagogue Administrator, various volunteer committees, vendors, staff, nursery school director, and Hebrew School Director.

Job responsibilities include but are not limited to:

- Supervise the general day-to-day operations of the building and grounds; manage vendors to maintain our historic building in good working order.
- Plan and oversee all programs and events at the synagogue; manage event space, and activities, and create new events and programs with and without other local organizations;
- Coordinate annual Kol Nidrei campaign and other fundraising efforts with Board Treasurer.
- Lead community outreach.
- Initiate, evaluate, and implement proposals for expanded facility use
- Coordinate and maintain budgets of the various constituencies and committees
- Supervise all staff; maintain accountability of Part-time Rabbi work week; provide written and regular performance evaluations.
- Manage the BHA calendar and coordinate facilities and staff accordingly.
- Fill in for other staff members when necessary to maintain programs
- Recruit member volunteers for major events, religious services, and committees
- Depending on background and interest, the Executive Director may have primary responsibility for the “Masa” religious school program including curriculum and recruiting and managing teachers (approximately 20-40 students);

The candidate must possess strong interpersonal, organizational, and administrative skills and be a multitasker. In other words, must be able to work well with others and juggle while smiling. Should have knowledge and understanding of Jewish ritual practice, customs, and holidays. At least three-to-five years of experience in an Executive Director or comparable position is strongly preferred, as is experience working in a congregational setting. Computer (specifically G-Suite) skills, knowledge of budgets and accounting systems, and knowledge/experience in grant writing are required.

The salary range is \$60,000 - \$80,000 depending on skills, experience, and specific job description; vacation, sick days, and a defined contribution retirement plan are provided.

Please send a letter of interest and resume to: [micah@beaconhebrewalliance.org](mailto:micah@beaconhebrewalliance.org)