

**EXECUTIVE DIRECTOR**  
**CONGREGATION SHA'AR ZAHAV**

**SAN FRANCISCO, CA**

**325 member households**

**OVERVIEW OF SHA'AR ZAHAV AND THE ED POSITION**

Founded in 1977 and rooted in our history as San Francisco's gay and lesbian synagogue, Congregation Sha'ar Zahav (SZ) offers the warmth and comfort of chosen family. To that end, we embrace a diversity of individuals of all sexualities, genders, races, and abilities. Our 325-household congregation includes single members and interfaith, single-parent, and multicultural families.

The Executive Director (ED) works in partnership with the Rabbi and President, with responsibility for administrative and fiscal management to support SZ's mission and vision. The ED advises and assists the Board of Directors (Va'ad) on policies, programs and strategic initiatives, and is responsible for their ultimate implementation and administration. The ED is responsible to the Va'ad for the effective operation and overall management of daily SZ activities. The ED also provides leadership for all non-clergy staff and assures full statutory and contractual compliance for all SZ activities.

Lay leaders are involved in most areas of congregational life: fundraising, finance, programs, social justice, and ritual practices, as well as governance. As such, the position involves partnering with volunteer leaders and assuring follow-through. The position requires strong communication, organizational, time management, and supervisory skills, as well as creativity, initiative, flexibility, and good spirit.

Other skills required: Facility with GoogleSuite, MSOffice, Zoom, and other basic office software at a managerial level. Familiarity with ShulCloud (synagogue membership database and accounting system) preferred but not required. Must have experience managing organizational budgets, calendars, schedules, and project plans. Our religious services and most programs are hybrid in-person and online, and the ED is responsible for ensuring that tech set up is appropriate and functioning for hybrid events.

**SPECIFIC AREAS OF RESPONSIBILITY**

**Fundraising & Development**

- Create and implement an annual development plan with seasonal campaigns and goals, in partnership with the Resource Development (Fundraising) Committee.
- Work with the Committee to assure budget goals are met or exceeded (as they have been over the past several years).
- Support Grant Writing Committee in developing proposals and providing requisite reports.

**Membership & Engagement**

- Support clergy and Director Of Education in serving current membership, including holiday programming, programming of existing SZ groups and committees, and assisting with the

development of new groups and committees that satisfy the needs and interests of the community.

- Develop strategies to recruit new members, retain current members, and re-engage former members, and increase the sense of connection and satisfaction of the community overall. Implement such strategies in partnership with the Va'ad, the clergy, volunteers, and other SZ staff.
- Work with relevant committees and Rabbi to prioritize outreach and community engagement strategy and goals.
- Manage new member process and follow-up.

#### Marketing & Communications

- In partnership with the Marketing Committee, develop and implement marketing and communication strategies, including an annual marketing and communications plan.
- Maintain effective communication of SZ policies, programs, and services to its membership through various electronic communications, a quarterly newsletter, the SZ website, and social media
- Develop and implement strategies to build relationships and co-present events and programs with other organizations.
- Manage the marketing budget.

#### Compliance and Facilities

- Ensure that SZ functions as a green business in all ways possible.
- Oversee the maintenance and repair of SZ facilities and equipment. Maintain accurate records for facilities maintenance and compliance with State laws, including contracts, permits and other compliance documents
- Develop and maintain external relations with law enforcement, city officials, neighbors, and others as needed.

#### People Management

- Partner with the Personnel Committee to create and maintain HR policies that are compliant with employment law.
- Hire and supervise Office Manager, Facilities Manager, Facilities Staff, and contractors.
- Identify professional development opportunities for self and staff as appropriate.
- Enhance the overall culture of SZ staff through occasional team building and staff events, ensuring that the staff represents and embraces the congregation's values when they interact with members, guests, fellow Jewish organizations, vendors, etc.

#### Operations and Budget Management

- In partnership with the SZ Treasurer, oversee the development and preparation of annual operating and capital budgets, for approval by the Va'ad and the congregation.
- Manage donations, other contributions, deposits, check writing, and payroll.
- Work closely with an outsourced accounting service to code entries correctly per chart of accounts, pay bills, and review monthly reports.
- Work closely with the Treasurer and other leaders to monitor the fiscal health of SZ, including but not limited to monitoring expenditures against budget.

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### Organization

- Participate in meetings of the Va'ad and the Finance, Building, Health & Safety, and Resource Development committees, and other committees as needed.
- Provide monthly reports to the Va'ad.
- Work with the Rabbi to conduct weekly staff meetings.
- While staffing the door or phones is not expressly in this job description, all staff will periodically need to fulfill these roles.
- Other duties as assigned.

### **COMPENSATION AND BENEFITS**

The salary range for this position is \$115,000 - \$145,000, with placement in that range based on experience and qualifications.

The benefits package includes paid vacation and sick leave; paid major US and Jewish holidays; medical, dental, and vision insurance; and stepped contribution to retirement. Limited remote work is also available, as appropriate.

### **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@shaarzahav.org](mailto:jobs@shaarzahav.org). Resumes received by November 15 will receive first consideration, and interviews will be conducted on a rolling basis. Applications will be kept confidential.

Background checks will be required prior to employment.

Sha'ar Zahav is an equal opportunity employer.

For more information about Sha'ar Zahav, please visit our [website](#).