

Kehilla Synagogue Job Announcement Operations Manager

Job Title: Operations Manager
Type: Part-time (80-90%)/Non-exempt

Date: May 10, 2017

Kehilla Community Synagogue is a Jewish spiritual home for people building a community through spiritual development (*tikkun hanefesh*), lovingkindness (*chesed*) and the mending of our world (*tikkun olam*.) We are looking for someone with initiative, creativity, organizational ability and passion who wants to work with a collaborative staff and engaged congregation.

Job Summary

The Operations Manager plays an essential role in the functioning of Kehilla Synagogue, overseeing many of the synagogues administrative and operational functions. This is an 80-90% time, non-exempt position (32-36 hours/week.)

Reporting and Working Relationships

The Operations Manager reports to the Executive Director, functions as part of the synagogue's Administrative Team and collaborates with the clergy and program staff.

Duties & Essential Job Functions

We are looking for an Operations Manager who will be a good fit for our Administrative Team. Specific responsibilities will include many of the following areas and will be built around the candidate's skills and experience, in conjunction with those of our existing staff.

1. Facilities Management: Oversee building rentals, building maintenance, repairs and security for our synagogue facility at 1300 Grand Ave. in Piedmont.
2. Program and Event Coordination: Manage calendar and spearhead logistical coordination of special events, holidays and services.
3. Manage Technology: Administer our Salesforce database, system-administrate our website and other platforms and troubleshoot computer issues.
4. Membership Management: Manage congregant needs of our 415 member households, including interfacing with congregants, supporting the integration of new members and overseeing all membership initiatives.
5. Volunteer Coordination – Recruit and manage synagogue volunteers for office and building projects and for synagogue events.
6. Executive Director Support: Support the work of the Executive Director, partnering to implement fundraising activities, membership initiatives and other important projects.

Skills & Qualifications

- Extensive administrative experience; detail-oriented with good organizational skills
- Experience in project and event organizing
- Experience with a membership database; Salesforce experience a big plus
- Strong technology skills including Microsoft Office, Google platform, Wordpress and other online platforms
- Strong problem solving instincts and willingness to get hands dirty
- Excellent verbal, written and telephone communication skills
- Strong relationship skills with experience in managing members and/or volunteers

- Ability to prioritize, manage multiple assignments, and meet deadlines
- Is able to work independently, but also knows how and when to keep a collaborative team (as well as the E.D.) informed about project challenges and progress
- Good listener and intergenerational communicator
- Flexibility and a sense of humor
- A Bachelor of Arts or comparable college degree
- Experience in the non-profit sector
- Knowledge and understanding of Judaism and Jewish communal life preferred

Physical Requirements/Work Environment

This position requires that one have the ability to comfortably use a keyboard and mouse. Must be able to sit in room with compact fluorescence or LED lighting. Must also be able and willing to engage in simple building repairs as well as with set-up and clean-up.

Compensation

Salary commensurate with experience. Benefits include prorated health and dental insurance, vacation, holidays and retirement/403(b).

Send cover letter and resume to Executive Director Michael Saxe-Taller at employment@kehillasynagogue.org. Interviews will commence immediately with position to begin either in June or July.