

DIRECTOR OF MEMBER ENGAGEMENT

Congregation Shaarei Shamayim, a progressive Jewish synagogue in Madison, Wisconsin, seeks a Director of Member Engagement to join our growing congregation. The position is full time but could be 80% depending on candidate needs, qualifications, and capabilities.

We are seeking a strategic thinker and program manager with exceptional organizational, interpersonal, and communication skills to help us take our congregation to the next level. Our Director of Member Engagement will wear multiple hats, work with diverse stakeholders, and collaborate closely with our rabbi and synagogue leadership. Successful candidates will have experience working independently and learning new skills and technology in a supportive but fast-paced environment.

PRIMARY RESPONSIBILITIES

This person will work closely with the Rabbi and community leaders to oversee member engagement, communications, programming, and administration of the thriving and growing Congregation Shaarei Shamayim community. Specific responsibilities will include:

Membership Engagement - 25%

- Meet regularly with members to ascertain needs, interests, and ideas.
- Develop, in collaboration with the membership committee, print and online communications to attract and keep members.
- Manage membership renewal cycle in collaboration with the membership committee.
- Coordinate member activities including scheduling and organizing meetings for individuals and groups.
- Coordinate the bnei mitzvah program: meet with individual families about logistics around the service and luncheon; walk families through the different spaces we use; provide support for volunteers who coordinate the luncheon.
- Recruit and communicate with volunteers.

Communications - 25%

- Develop and distribute weekly email and monthly e-newsletter, including writing and editing, identifying contributors and coordinating content, basic layout, and design.
- Manage the congregation's website.
- Develop and implement a social media strategy.
- Develop and distribute promotional materials for events.
- Manage and share the community calendar.
- Develop year-round communications calendar/strategy to engage stakeholders."

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Administration - 25%

- Manage all aspects of office administration, which includes handling of regular communications, ordering, scheduling, systems maintenance, and general organization. Oversee and maintain the congregation's membership database management and fiscal systems.
- Collaborate with external bookkeeper on budget, income tracking, and bill paying.
- Communicate regularly and responsively with diverse stakeholders, including synagogue leadership, committees, members, and external groups.
- Oversee the administration of children's and adult education programs including promotion, registration, and payments.
- Manage part-time staff.
- Other duties as needed, including errands (must provide own transportation).

Development - 15%

- Coordinate and administer fundraising strategies and tracking including donor communication, database management, and acknowledgements.
- Collaborate with finance and fundraising committees.
- Implement other fundraising and development tasks as determined.

Event Coordination - 10%

- Plan, schedule and organize events, which includes managing online registration, purchasing supplies, developing materials, and setting up for events.
- Hire and supervise additional hourly staff as needed for special events.
- Attend events occasionally and as needed. Collect and analyze event data including attendance, costs, and feedback/evaluations for future improvement.

AN IDEAL CANDIDATE WILL HAVE:

- 5 years professional experience working in communications, development, operations, member services, administration and/or event coordination.
- Excellent communication skills including experience providing outstanding and responsive customer or member services.
- Strong problem-solving skills, including analytical and technical.
- Ability to work independently and collaboratively, especially when working under pressure, with deadlines and while managing multiple tasks.
- Strong technical skills including expertise with Microsoft Office, Dropbox, and Google Drive, and ability to quickly learn new technologies including database and financial tracking software.
- Experience with or interest in learning about Jewish customs, culture, and practices.
- Experience with people of diverse races and ethnicities, age, socio-economic backgrounds, abilities/disabilities and chronic illness, and gender and sexual identity.
- Bachelor's degree or equivalent work experience.
- Live in the Madison, WI area (required).
- Ability to work occasional evenings and/or weekend

ADDITIONAL INFORMATION

- The position reports to the rabbi.
- This is not a remote position; however, there is flexibility to work some hours remotely.
- Applicants need not be Jewish.

COMPENSATION AND BENEFITS

- \$52,000-62,000/year depending on experience
- Health insurance
- Disability insurance
- Paid time off for vacation, sick leave, and holidays

Please email a cover letter and resume to rabbi@shamayim.org.

Position will remain open until filled.

Congregation Shaarei Shamayim is an equal opportunity employer. A vital part of this commitment includes welcoming, respecting and encouraging diversity among our staff, including fostering an environment in which all staff have the greatest opportunities to thrive. We

encourage all candidates to apply for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.