

Executive Director

Congregation Beit Tikvah of Ottawa is a vibrant, modern orthodox synagogue, welcoming and respectful of people of all levels of observance. We offer a full range of services and programs for all ages in an atmosphere of community and friendship. We are looking for a full-time Executive Director to work with our staff and board of directors to reach out to and grow our Community.

Job description:

Fundraising (40%)

- With the support of and in collaboration with CBTO's Fundraising Committee, head up fundraising on behalf of CBTO, including:
 - Assist in the development and management of a various fundraising initiatives including the Capital Campaign
 - Identify, and enhance, new and existing opportunities for giving (i.e., Planned Giving, Legacy Society, etc.)
 - Search out and apply for government, foundation and federation grants
 - Maintain database of donors and donations

Administration (15%)

- Supervise the day-to-day operations of the Synagogue including administration, communications and technology
- Implement office policies and procedures and support the development of other such procedures for shul programs
- Draft/amend procedures as required and submit for Board approval
- Review all external congregation communications including the weekly email and press releases, advertisements and social media posts.
- Review short-term cash needs on a regular basis
- In collaboration with the Financial Management Committee help to manage the budget on both short and long term basis. Help complete monthly reviews and analysis and make necessary reforecasting adjustments. Prepare financial reports and statements as requested by President, Treasurer, or Finance Committee,
- Offer monthly updates to Directors "actual vs. Budget" comparisons.

Programs (25%)

- In collaboration with CBTO's Programming Committee, head up programming on behalf of CBTO, including:
 - Participate in and/or provide advice in the planning, execution and evaluation of special events or projects, paying particular attention to programs in line with key Jewish Holidays

Board (10%)

- Serve as both resource and liaison for Board committees and auxiliaries. Attend Board meetings plus relevant committee meetings as needed.

Membership (10%)

- In collaboration with CBTO's Membership Committee, head up programming on behalf of CBTO, including:
 - Actively assist in planning of strategies for membership retention and growth, working closely with the chair of the membership committee
 - Serve as initial contact with potential members, providing information regarding worship, education, and committee opportunities in addition to dues information and other matters of interest.
 - Troubleshoot issues and serve as point of contact for member concerns.
 - Complete interviews with existing members and share suggestions for improvements with the Board of Trustees and clergy
- Oversight of membership records ensuring all pertinent data is correct

Other

- Participate in all other special projects, including renovations and task forces.

Experience / Qualifications:

- Experience in non-profit/synagogue sector
- Strong communication skills
- Demonstrated knowledge of financial management, information technology
- Deep appreciation and knowledge of Jewish values, culture and tradition
- Demonstrated management and employee relations skills.

Compensation commensurate with experience. Please submit resume with a covering letter to president@cbto.org no later than October 5th.