

Kehillah Synagogue (Chapel Hill, NC)

Executive Director

Kehillah Synagogue is seeking an energetic, organized leader, with excellent communication and interpersonal skills. We are looking for someone who has experience leading in a membership-based non-profit organization, managing employees, and working with community members and a Board of Directors. Someone who can work effectively with our Rabbi, Board officers, and lay-led committees.

Job Responsibilities

Administration

- Manage, train, evaluate, and hire as needed, the Director of Education, the Director of the Preschool, the Director of Finance and Operations, and other non-rabbinic personnel.
- Manage all non-rabbinic internal operations, including overseeing the calendar, computer and data management systems, facilities, security, and all policies.
- Manage finances within the approved budget, execute financial agreements, and support fundraising activities.

Membership Engagement

- Serve as the primary point of contact to members and prospective members.
- Oversee event planning and execution.
- Engage volunteers and ensure coordination between lay-led committees and staff.

Communication

- Manage marketing and communication efforts, including oversight of the website, social media, newsletter, other publications, as well as external publicity.
- Foster cooperative relationships with local community organizations, including Jewish for Good (formerly Jewish Federation), area synagogues, and other local organizations.

Who We Are

In Hebrew, Kehillah means “community,” and that’s what we are. Kehillah Synagogue, located adjacent to the University of North Carolina campus in Chapel Hill, NC, is a vibrant community of nearly 200 membership units with an eclectic mix of neighbors and newcomers, young families and retirees, interfaith, LGBTQ+, and traditional households. We are affiliated with the Reconstructing Judaism movement and value egalitarianism, communal decision making, acts of loving kindness, and the pursuit of social justice.

What We Do

We celebrate Shabbat, Jewish holidays, and life cycle events. We hold traditional services and Shabbat Under the Stars and more casual, musical services. We eat. We schmooze. We're here for each other with our Lovingkindness Circle.

We teach and we learn. Our Kehillah Jewish Preschool is a resource for both Kehillah members and the local community. Our Religious School provides a full Jewish education experience for our children through B'nei Mitzvah and beyond. We have an active lifelong learning program.

We live Tikkun Olam through our Social Action Committee, which raises funds, fights for civil rights, helps build Habitat for Humanity homes, helps resettle refugees and asylum seekers, assists justice-impacted individuals, works to fight climate change (see our roof covered in solar panels), and more.

About the Area

We enjoy the lively intellectual and cultural life of our university town, connection to nearby Duke University, the beautiful weather and easy access to beaches and mountains of the "Southern part of heaven," along with some of the best sports rivalries anywhere. Professional opportunities for partners are plentiful in the vibrant and growing Research Triangle.

The area's Jewish population is growing and we are one of three well-established synagogues along with Chabad and other chavurot in the area. Both UNC and Duke's Centers for Jewish Studies hold regular lectures and seminars. We have a vibrant and growing Jewish Community Center, Jewish for Good, and a Jewish Community Day school, all located nearby. It's the kind of community that welcomes newcomers and makes it easy to participate and get involved at any level.

Additional Information

Salary range: \$80,000 to \$95,000. Benefits include 100% paid health insurance, short-term disability, retirement plan contribution, paid holidays, paid vacation, sick days, synagogue membership, and tuition benefits for Kehillah religious school and Kehillah preschool.

Inclusion is a core principle of Reconstructing Judaism and Kehillah. We strive to be a community that celebrates and represents groups that have been historically marginalized. As part of these values we urge those of different abilities, sexual orientation, race, ethnicity, faith and gender to consider and apply for this role.

To apply, please send cover letter and resume to Donna Berkelhammer, edsearch@kehillahsynagogue.org.

Learn more about our synagogue at www.kehillahsynagogue.org.