

Community & Membership Engagement Director - Congregation Beth Shalom (Seattle, WA)

Core Responsibilities:

General Community Engagement (30%)

- Work with other senior staff to develop strategy and implement initiatives for the organization.
- Work with the Rabbis and the Executive Director throughout the year to proactively create engagement opportunities (such as events and programs) that encourage connection, and manage logistics for these programs.
- Manage special community engagement projects, like our community-wide Mishloach Manot program.

Volunteer Engagement (20%)

- Support and strengthen existing committees (such as Adult Education, Social Action and Immigrant Rights, DEI, Membership, and Shabbas Chefs - the list may shift depending on candidate's interests and talents), and work with committee members to develop programming and initiatives.
- Nurture new committees.
- Develop leadership potential within synagogue committees and general membership.

Holidays and Events (20%)

- Plan community wide special events, including Purim, Scholar in Residence Weekend, and as other needs and opportunities arise.
- Staff holiday services and events as needed.

Membership (10%)

- Welcome and onboard new members
- Manage our membership pipeline
- Strategize around new member engagement.

Communications and Marketing (10%)

- Work with other senior staff to craft communications strategy.
- Create flyers, email announcements, social media posts, and other marketing tools as needed.

Adult Education (10%)

- Administer our adult education program - hiring instructors, helping instructors develop

courses, managing marketing and registration, and course assessment.

Inter-Community Collaboration (5%)

- Build and maintain relationships with community partners - including neighborhood organizations, other synagogues, and other community institutions.

You'll be a great fit if you:

- Have strong written and verbal communication skills.
- Bring marketing and fundraising knowledge and skills to the organization.
- Are tech-savvy (experience with social media, database systems, Excel, and Zoom a plus!)
- Have great people skills – know what is needed to build community and anticipate others' needs.
- Have strong time management and project management skills.
- Are organized, with a keen eye for details.
- Have a knowledge of and passion for Jewish culture and tradition (or are excited to learn more!)
- Are comfortable in a fast-paced environment.
- Can create and maintain a budget.
- Feel comfortable communicating with a variety of audiences, and holding confidential information
- Enjoy creative thinking and problem solving.
- Have experience managing events and working with volunteers.
- Work well within a team setting.
- Feel comfortable taking initiative, but also accept direction and seek guidance appropriately.

This position is full-time at 40 hours/week.

This position has flexible hours with frequent meetings/programs on the evenings and weekends, in particular over the Jewish holidays. Comp time will be given for any evening or weekend work.

The job description may be modified to fit the candidate's interests and skills.

Salary range is \$52,000 - \$62,000.

Benefits include:

- Top of the line health insurance, fully paid by employer (includes dental)
- Beth Shalom pays equivalent of 2.5% of salary into retirement account (no matching required)