



**Job Title: Chief Operating Officer**

Job Title	Chief Operating Officer
Reports To	Senior Rabbi
Directly Supervises	Directors of Communications, Development, Finance and Operations; CRM/SF Manager; Administrative Assistant
Employment Status	Exempt/Full Time
Date	February 7, 2025
Benefits	CBST offers a comprehensive and competitive benefits package
Physical Requirements	Employee will need to lift, bend, occasionally set up and break down events, and other tasks which may require standing, walking, crouching, and carrying supplies.

**The Role**

The Chief Operating Officer oversees all administrative and operational functions of the synagogue and its community. The successful candidate will work closely with the Senior Rabbi to provide leadership to a staff of 25, and outstanding service to our congregation of about 900 households and to community members who come to CBST in search of spiritual belonging.

## Key Responsibilities:

### Administrative Leadership

- Works in partnership with the Senior Rabbi to oversee CBST's administrative functions, focusing on Advancement (philanthropy, data management, membership, communications), Finance, and Operations (HR, facilities, security, and events).
- Provides active, collaborative, and generative supervision of direct reports in support of their work and management.
- Collaborates with the Senior Rabbi and Board of Directors to ensure that CBST's work and operations align with CBST's long-term strategic goals.
- Engages with and is a primary point of contact for members of the Board of Directors, providing relevant information in support of the board's oversight and decision-making responsibilities and ensuring that staff and Board are aligned and effective in their efforts.
- Leads financial planning and controls in partnership with the Director of Finance and Board Treasurer, including multi-year forecasting, scenario planning, and the development of financial sustainability strategies.
- Develop systems for monitoring key performance indicators (KPIs) and other metrics to guide decision-making and ensure accountability.

### Operations and Compliance

- Ensures that synagogue operations are compliant and delivered in accordance with the congregation's mission, vision, and values.
- Develops and maintains strategies, systems management, technology, and processes aligned with current best practices.
- Leads process improvement and technology initiatives to enhance efficiency and cross-departmental collaboration.
- Ensures a safe, sound, and healthy environment for congregants and professional staff.

## Human Resources Leadership

- Serves as the senior leader for all human resources functions, overseeing recruitment, onboarding, employee relations, performance management, compensation, benefits, and compliance with labor laws, in collaboration with the Director of Finance and Administrative Assistant.
- Fosters a culture of excellence, equity, and teamwork among the professional staff.
- Manages organizational structure and change processes, including structural, cultural, and process shifts, to support staff morale, engagement, performance goals, and accountability.
- Supports professional development frameworks, coaching, skill-sharing, and cross-training for staff.

## Congregational and Community Life

- Maintains a strong presence in the congregation by regularly attending major events and gatherings to engage with community members and build trust.
- Promotes a culture that is kind, warm, and welcoming for all members and visitors to the congregation.
- Develops and maintains relationships within the Jewish community, interfaith communities, the Queer community, and CBST's community at-large, representing CBST's interests as needed.

## Qualifications:

- Must embrace the mission, vision, and values of CBST.
- At least seven years of top-level executive management, senior leadership, including decision-making, proven ability to set and manage priorities, effective supervision of staff, and oversight of areas including human resources, finance, fundraising, data management, technology, facilities, communications, security, and administration.
- Proven track record of implementing organizational change and technology-driven solutions. Strong Microsoft suite skills, experience with Salesforce and/or accounting systems such as Sage Intacct is a plus.



- Strong understanding of employment laws, HR compliance, and best practices for managing diverse teams.
- Strong oral and written communication skills.
- Outstanding management skills—the ability to recruit, build, and retain strong individual performers and strong teams.
- Exceptional interpersonal skills, high emotional intelligence, and self-awareness.
- Self-directed and professional, with the ability to work independently and as a team player, to take initiative, and to manage competing priorities.
- Ability to manage multiple internal and external constituencies.
- Cultural Competence: Familiarity with Jewish content/calendar; commitment to celebration of LGBTQ+ people and other intersectional identities.
- Availability: This position requires availability to work during some evenings, weekends, and Jewish holidays, particularly during major synagogue events (such as the High Holidays).
- Location: This hybrid position requires working on site at CBST's building in Manhattan's north Chelsea Neighborhood (West 30 Street, between 6 and 7 Avenues) at least 3 days per week in person (currently Tuesdays, Wednesdays, and Fridays)

**Salary:** \$150,000 - \$165,000, commensurate with experience

**Paid time off:** In the first year of employment, employees are eligible for approximately a combined 40 days of vacation, holiday, and sick leave.

**Medical and other benefits:** Employees are eligible to participate in a range of medical, dental, and vision insurance plans with CBST covering all or most of the cost for employees; 403b plan; flexible spending account; commuter benefits; family leave; opportunities for ongoing professional development; and other benefits available to full time employees.

**To Apply:** Send resume and cover letter to: [careers@cbst.org](mailto:careers@cbst.org).



## **About CBST:**

Congregation Beit Simchat Torah is a spiritual home for people of all sexual orientations and gender identities. Passionate, provocative, and deeply Jewish, our community engages in spirited debate and activism: rejoicing in diversity, denouncing social injustice wherever it exists, and striving for civil rights for all people.

Our Congregation benefits from clergy, rabbinical and cantorial interns, and educators from the Reconstructionist, Conservative, Orthodox, and Reform movements of Judaism. Our staff and lay leaders bring a diversity of backgrounds, expertise, and experience to the community. Together, we take pride in our work and in the strong community we lead, learn with, and support. Apply now and become part of our mission- driven and vibrant community.

CBST is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.