

Shir Chadash Conservative Congregation (New Orleans, LA)

Shir Chadash is an inclusive, egalitarian Conservative synagogue serving 200 member families.

Position Overview

We are seeking a dynamic and organized **Executive Director (ED)** to oversee the day-to-day operations of our congregation and partner with clergy, staff, and lay leaders to advance our mission. The ED is a key leader who ensures smooth operations, financial stability, and meaningful engagement with our members.

Key Responsibilities

- **Financial Management:** Oversee budgeting, accounting, and financial reporting; ensure fiscal responsibility and transparency.
- **Human Resources:** Supervise staff, manage HR policies, and foster a positive work environment.
- **Facilities Oversight:** Manage building operations, maintenance, and vendor relationships.
- **Operational Leadership:** Ensure efficient administrative processes and support synagogue programs and events.
- **Board & Committee Support:** Collaborate with the President, Executive Committee, and Board of Directors; attend meetings and provide regular reports.
- **Community Engagement:** Serve as a welcoming presence for members and represent Shir Chadash in the broader Jewish and local community.

Qualifications

- **Required:**
 - Management experience and financial acumen
 - Proficiency with Microsoft Office Suite, Google Suite, QuickBooks Online, and database management
 - Tech-savvy and collaborative
 - Ability to build relationships and work collaboratively
- **Preferred:**
 - Nonprofit leadership experience
 - Knowledge of Jewish traditions and synagogue life
 - Fundraising and/or grant writing experience

Compensation & Benefits

- Salary: \$75,000 – \$90,000, commensurate with experience
- Benefits: Health, vision, and dental insurance with significant employer contributions; paid time off for secular and Jewish holidays; vacation time

To Apply - Please submit your résumé and cover letter outlining your experience and interest to jobs@shirchadash.org.