

Manager of Community Building

Reports To: Senior Director of Adult Engagement

Department Hours: Full-time, exempt and not eligible for OT, Monday through Thursday 9:30 am – 5:30 pm, Friday 8:30 – 4:30 pm, or equivalent, occasional evenings, expected to work some of the High Holy Days. Central Synagogue employees are not eligible for fully remote work.

Date: July 2024

Essential Duties/Key Responsibilities:

(1) Members

In collaboration with the Membership department, create new opportunities for members to meet one another and build relationships from the moment of onboarding forward.

Serve as the lead network-builder for new and existing affinity-based small groups (which we call CORE Groups), including recruiting, training and supporting new leaders, as well as recruiting members.

Facilitate an annual feedback cycle for CORE groups in which leaders learn and grow from participant data.

Take a leadership role in expanding programmatic and relational offerings for age-based cohorts (Chai Connections, 30s-40s group, etc.).

Support the usage of Mighty Networks as a digital tool for members to connect with one another.

(2) Neighbors

In collaboration with the Director of Online Community Engagement, design and support “welcome” and orientation events for Neighbors, as well as support our yearly renewal process.

Oversee the Ambassadors program and develop other strategies to ensure Neighbors are connected to offerings that meet their needs and interests.

Serve as a moderator of our online community, monitoring participation, creating engagement opportunities and strengthening relationships between our Neighbors, and answering questions and concerns.

Recruit, train, support and celebrate Neighbors who are interested in running small groups.

Proactively identify opportunities for Neighbors to engage in Jewish learning and development.

Plan annual Homecoming event for Neighbors.

Qualifications:

Bachelor's Degree required; masters/professional degree preferred but not required.

3+ years relevant work experience preferred in a role serving members, the public, and other stakeholders; Jewish/faith based or cultural institutional setting preferred.

Experience in program creation and project management.

Technology: High level of computer literacy required (we use Windows): proven ability to quickly learn new software. Experience with Salesforce or similar CRM, knowledge of Zoom and Microsoft Teams a plus. Tech support and training provided.

Other Duties:

Please note that the above is intended to describe the general content of and requirements for the performance of this job. It should not be construed as an exhaustive statement of duties, responsibilities, or requirements. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time.

The expected salary range for this position is \$73,000 to \$78,000. Central Synagogue offers an extensive benefits package designed to meet the needs of our dedicated and diverse community. The salary is commensurate with experience based on several factors, including, but not limited to, skills, knowledge, training, education, areas of specialization, and depth and scope of experience. The above salary range represents the Synagogue's good faith and reasonable estimate of the possible compensation range at the time of posting.

Additional Information:

Central Synagogue requires all staff members (full-time AND part-time) to (a) provide proof of vaccination and booster against COVID-19 or (b) obtain an approved exemption as an accommodation. If you are offered employment this requirement must be met by your hire date unless a reasonable accommodation for exemption is received and approved.

Hybrid Schedule: One day remote on either Monday or Friday and four days in the office.

Application Process:

To apply, please submit a resume, along with a cover letter and three references addressed to "Senior Director of Adult Engagement" to jobs@censyn.org.

Please reference "Manager of Community Building, Adult Engagement" in the subject line of your email. Incomplete applications will not be reviewed.