



**Central Synagogue**  
**Director of Adult Engagement**  
New York, New York

## Background

Central Synagogue is a thriving Reform congregation in midtown Manhattan, serving 2,900 families and the larger community. We work towards a world in which Judaism is central to our lives and is a profound and positive force for humanity. We are constantly evolving as we pursue that goal. Together, we learn, worship, serve and continually redefine what it means to be Jewish today, both within our community and far beyond our walls. We do this through our programmatic areas of focus: Worship/Holidays/Music; Pastoral Care/Lifecycles; Adult Engagement; Youth and Family Engagement and Social Justice.

For more information about our organization visit [www.centralsynagogue.org](http://www.centralsynagogue.org)

## Position

Our goal is to create multiple ways for our members and neighbors to connect to one another, along with our clergy, scholars, activists, and educators, to deepen their connection to Jewish life. We believe that such connections to our tradition and its wisdom make it possible for people to live rich and meaningful lives within the embrace of our community.

We know that for some people, the path that is most helpful is that of Jewish learning, while for others it is Jewish culture, peoplehood, or justice work. The Adult Engagement Department works on each of these pathways on several levels. We offer events and classes that focus on Jewish learning and culture, making use of the vast resources of our city. We offer an online platform for those who wish to engage in learning, community-building, and social action from where they live around the world. We provide opportunities to volunteer and advocate for a better city and world, concentrating on climate, immigration, food Insecurity, and restorative Justice. We create immersive experiences such as trips and retreats that explore the world through a Jewish lens. We build community through Core groups that are interest and cohort based, which enable people to have all the benefits of a large, vibrant synagogue while still finding deep and meaningful community in a small group of people that share their interests.

## Responsibilities

Reporting to the Senior Rabbi, the Director of Adult Engagement is responsible for providing strategic direction and management of the programmatic, logistical, and administrative functions and systems connected to the community building portfolio of Adult Engagement.

This includes, but is not limited to: Core groups, adult education, Justice work, Mishkan (our intimate Shabbat morning worship experience), and The Neighborhood (our online international community). The directors of the Center for Exploring Judaism and 20s and 30s work closely with the Adult Engagement team. The Director of Adult Engagement will manage all Finance, Membership, Operations and Communications related aspects of the

community building initiatives work and will engage other Central Synagogue clergy as needed.

- Work with the senior leaders of the synagogue to set the strategic vision for adult engagement, connecting more congregants to Clergy and each other, and to engage adults in deep and broad ways with Central Synagogue and Jewish life.
- Oversee Central's classes, adult programs and series, social justice work including advocacy and volunteerism, and Core Groups. Work collaboratively with other key cohorts to build synergies, including 20s and 30s and the Center for Exploring Judaism. Support ongoing development of the Neighborhood (online community).
- Oversee team of eight, including three rabbis and program directors.
- Build a culture of support, collaboration, and results within this team.
- Work collaboratively with the Clergy and other key departments, including Youth and Family.
- Work collaboratively with the Executive Director and administrative team to manage and improve effectiveness of all operational functions of adult programming including, but not limited to communications, membership, and facilities.
- Establish metrics and conduct ongoing evaluation to understand the impact of the team's work.
- Work collaboratively with the chair and members of the Adult Engagement Committee.

### Scope of Responsibility

Knows the formal and informal inter-departmental and Synagogue goals, standards, policies, and procedures. Is sensitive to the people, dynamics and functions within the Adult Engagement Department and the Synagogue.

### Decision Making

Exercises impeccable judgment and assumes responsibility for decisions, consequences, and results which have an impact on people, expenses, and/or quality of service delivered within the Community Building work of the Adult Engagement Department.

### Communication

Manages and monitors sensitive information appropriately. Requires very strong oral and written communication skills. Works collaboratively with other adult engagement staff to foster consistency in message and teamwork. Must utilize Central office technology for calendar and email and maintain an up-to-date work calendar.

## Qualifications

- Bachelor's degree required.
- Rabbinic ordination or Graduate Degree in religion, education, social work, communications, or another relevant field strongly preferred.
- Experience developing organizational strategy, managing teams, and building positive culture.
- Minimum of 10 years equivalent work experience.

## Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job and may change at any time.

This is a full-time, FLSA classification as Exempt and not eligible for OT, Monday through Friday, Occasional evenings, and weekends.

**Anticipated Start Date:** July 1 or earlier.

## Salary

Central Synagogue offers competitive compensation, excellent benefits, and a supportive workplace culture. The salary range for this position is \$200,000-\$225,000 depending on levels of experience and readiness to perform the responsibilities identified herein. Benefits include medical, dental, vision, a 403(b)-retirement plan with employer contributions, and a Central Synagogue employee membership.

## Equal Opportunity Employer

Central is committed to providing equal employment opportunity to all qualified individuals and endeavors to hire individuals of diverse races, colors, creeds, ethnicities, religions, genders, gender identities or expressions, ages, sexes, sexual orientations, national origins, and disabilities, as well as those with protected citizen, marital or partnership, pregnancy, and veteran or health statuses.

This position description is based upon material provided by Central Synagogue an equal opportunity employer.

To apply for this position, please click [HERE](#).

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Dara Klarfeld, CEO

Shanna Jadwin, Talent Consultant