

**Congregation Beth Torah
Overland Park, Kansas**

	Director of Member Engagement
Description	The Director of Engagement & Member Services leverages their passion for and knowledge of the Jewish experience to Enrich congregants' and potential congregants' engagement by helping them deepen their connection to powerful and meaningful Jewish experiences, to each other, and to CBT. This is accomplished through a relational-based approach to member recruitment, engagement and retention. It also requires the ability to manage CBT's brand through coordinating communications and messaging across all communication vehicles. The right candidate is a connector: someone who connects with congregants and staff, and who helps connect people more deeply with one another, with CBT and with the larger community.
Estimated Days/Hours: <i>(Days/Time may vary based on need especially during High Holidays)</i>	Full time: (average 40-50 hrs/week) Monday: Off Tuesday, Wednesday and Thursday 8:30 a.m.-5:00 p.m. Friday, 8:30 a.m.-3:00 p.m. and 5:30 p.m. to 8:00 p.m. Saturday 9:30 a.m. to Noon Sunday 8:45 a.m. to noon Ad hoc: Occasionally attend to board and/or exec meetings, other meetings ad needed, Shivas and Funerals Evening commitments are as follows: - One Wednesday a month for Fund Raising Committee 7 p.m. to 9 p.m. - Monthly membership committee meeting
Compensation	Estimated range \$45,000-\$55,000 but may vary commensurate on experience
Responsibilities	<ul style="list-style-type: none"> ● Member Recruitment <ul style="list-style-type: none"> - Recruitment plan development/execution (in collaboration with Membership committee) - Recruitment programming ● Member Engagement <ul style="list-style-type: none"> - Engagement plan/execution (in collaboration with Membership committee) - New member integration - Engagement programming - Volunteer coordination - Board of Trustee and Committee development ● Member Retention <ul style="list-style-type: none"> - Retention plan development/execution (in collaboration with Membership committee) - Retention programming - Membership database - Lapsed memberships, non-payment of commitments ● Marketing and Communication <ul style="list-style-type: none"> - Communications plan development/execution - Social media, e-news, Tekiah plan and oversight (Note: messaging comes from this position, execution comes from Director Finance and Operations) - CBT visibility and brand - Interface/CBT advocate to Jewish and non-Jewish community - Calendar and communication tools ● Fund raising <ul style="list-style-type: none"> - Cemetery/Memorial/Tree of Life Plaques - Fund raising plan/execution (in collaboration with FunDevelopment Committee)
Minimum Requirements	<ul style="list-style-type: none"> ● Extensive knowledge of Reform Jewish values, rituals, customs, life-cycle events and holiday practices ● Strong interpersonal skills to relate effectively with clergy, staff, lay leadership, volunteers and members of the congregation ● Exceptional oral and written communication skills ● Ability to manage and prioritize multiple ongoing and developing tasks while following through on short- and long-term responsibilities ● Ability to handle confidential and sensitive matters with maturity, discretion and professionalism ● Availability to work most Friday nights, Saturday mornings and Sunday morning ● Previous community outreach and fundraising experience