

Director of Program and Member Engagement

Temple Israel Westport, CT

The Director of Program and Member Engagement will be a key member of Temple Israel's senior staff. This individual will serve at the nexus of Jewish life, working closely with the clergy team, education team and executive director to vision, plan and implement all aspects of congregational programming and engagement. This individual will focus on building relationships with our members, understanding how Temple Israel can best serve them, and executing high-quality programs that meet their needs. We seek a creative, collaborative, joyful teammate who is excited to join a youthful leadership team operating at the forefront of congregational life.

Program

- Manage, coordinate and support all Jewish holiday and Shabbat programs (e.g., Sukkot, Chanukah, Purim, First Friday, etc.) throughout the year, in conjunction with clergy and professional staff.
- Assist in envisioning, planning and implementing High Holy Days.
- Support programming for ECC in concert with ECC Director.
- Support programming for Keshet (Hebrew school) in concert with Rabbi Educator.
- Coordinate congregational overseas trips and other congregational trips.
- Serve as staff liaison/lead for lay lead committees as directed.
- Source program ideas and best practices from other synagogues by networking with the Program/Membership Directors in those congregations.
- Oversee and manage congregational calendar.
- Work closely with Communications Coordinator to publicize all events.
- Coordinate all administrative and logistical arrangements for life cycle events including b'nei mitzvah celebrations, baby namings, weddings and other events.
- Ensure events are staffed effectively, logistics are in place, and procedures properly followed.
- Coordinate administrative and logistical arrangements for rentals of Temple Israel facilities, including vendor management, timeline, and other aspects.

Member Engagement

- Serve as primary point of contact for new members: field membership inquiries, process new member registration, facilitate introductions to clergy and community, establish ongoing outreach to new members to ensure their integration into the TI community.
- Coordinate and oversee member billing and dues collection.
- Coordinate with Early Childhood Director and Rabbi Educator to create engagement events and experiences for specific demographics.

- Facilitate connection of existing members to the many different aspects of congregational life.

Technology

- Work with the Executive Director to identify and implement leading technical solutions for congregational life: evaluate temple needs, implement systems, ensure staff are trained in their effective use, provide ongoing oversight to ensure tools are being used effectively.
- Manage audio/visual resources.
- Support online event registration and payment.
- Oversee all livestream aspects including sound, video, staffing.

Qualifications

- Bachelor's Degree required, further education a plus.
- 3-5 years relevant experience is a plus.
- Energetic, outgoing and flexible, with a strong work ethic and self-motivation.
- Desire to partner with teammates; sense of humor.
- Ready to work independently AND as part of a highly collaborative team.
- Strong knowledge of CRM programs such as Chaverware, ShulCloud, etc.
- Able to multitask and prioritize among multiple projects.
- Strong written, verbal and interpersonal communication skills.
- Finds fulfillment in taking risks, adapting to unforeseen challenges, finding solutions.
- Background or interest in Jewish community life; knowledgeable about Jewish customs/practice.

Compensation

This is a full-time position, with flexible hours.

Competitive salary commensurate with experience.

Health insurance (80% of premium and HRA)

Paid time off

Apply by sending resume and cover letter to Bryan Bierman at: bbierman@tiwestport.org.