

Job Description

Job Title: Membership Director

Job Summary

Responsible for the overall engagement, satisfaction and retention of Tifereth Israel members. Works closely with the rabbis, other staff and lay leadership to make Tifereth an actively welcoming synagogue, to warmly guide members through the logistics of lifecycle events, to connect members to existing opportunities and resources within the synagogue, and to suggest and help implement new opportunities for connection. The ideal candidate has experience in fostering relationships across all ages and stages, and using CRM systems to track member relationships and interests. Helps to coordinate and implement a wide range of administrative, communication, and logistical services in support of the work of the synagogue. Reports to senior rabbi.

Responsibilities and Duties

- Engage TI members in all aspects of synagogue life
- Meet with prospective new members, offer synagogue tours, answer all questions, assist in completion of paperwork, review financial info
- Keep abreast of best practices in the field of engagement
- Collaborate with staff and lay leadership to implement these best practices and foster a culture at Tifereth that encourages engagement and relationship building
- Assist Program Director in developing and implementing ways to recruit, connect, motivate and honor volunteers
- Assist Program Director in developing relevant criteria to measure member engagement
- Work with the clergy and lay leadership to create new initiatives to better connect members with one another. These may include small groups and/or continuation of existing programs
- Provide support for a range of existing initiatives, including social action committee/ BREAD, Sisterhood, Men's Club, etc.
- Spend time meeting with members and volunteers, both one-on-one and in groups
- Help direct the membership committee to assist in its work of identifying, recruiting and retaining members
- Assist in tracking prospective members, coordinating outreach to them from existing members, inviting them to appropriate activities, and developing mechanisms to integrate them into the congregation
- Work with rabbis and executive director to identify "at risk" members, collaborate with membership committee to retain them if possible, and identify reasons for departure if not
- Identify major trends in our membership's demography and interests

- Warmly guide members through the logistical aspects of all life cycle events
- Member administrative duties may include: Member data entry, thank you letters, acknowledgement cards, yahrzeit letters and lists, anniversary Shabbat letters, outlook calendar
- Other duties as assigned

Qualifications and Skills

Bachelor's degree in related field. Judaic knowledge, including familiarity and comfort with Judaism. Strong multi-tasker, independent problem solver, excellent communication and project-management skills. High level of organization, attention to detail, self-starter and self-motivator, ability to prioritize. Professionalism and maturity, ability to work in a fast-paced team environment, proactive attitude, and strong work ethic. Strong written and oral communication. Standard technology skills (Word, Excel, Google, CRM (Salesforce desirable)).

Salary Range: \$50,000-60,000

Posted 1/6/22