

Job Description for Lab/Shul Executive Director

Lab/Shul is a faith-based community located in New York City. We are searching for a leader from either the profit, or nonprofit sector to support our growth, improve infrastructure, increase visibility, sustainability and impact.

Overview of Lab/Shul

Now in its fourth successful year, Lab/Shul is a fast growing NYC congregation that brings together people of all ages and backgrounds for sacred Jewish gatherings and communal civic events. Led by Rabbi Amichai Lau-Lavie and a creative team of artists, activists and educators, Lab/Shul creates and celebrates artistic, creative and innovative opportunities for contemplation, lifelong learning, life cycle rituals, community organizing and social justice action.

We are an everybody-friendly, artist-driven, co-created, God-optional, inclusive laboratory for the continued evolution of engagement in Jewish life and community, locally and globally.

The Role: Executive Director

We are seeking an experienced and team-oriented Executive Director. The Executive Director will work closely with Rabbi Amichai Lau-Lavie to oversee the management of our organization and help us grow into the next phase of development. The new Executive Director will be a leader, an effective spokesperson for the organization, and help raise Lab/Shul's visibility in the community to ensure our sustainability and impact.

Your Ability: A creative, organized, energized self-starter

This is a new and important position at Lab/Shul, and requires specific skills as well as an interest in and commitment to our mission and goals.

We seek an experienced, creative and flexible self-starter who can thrive in an entrepreneurial environment. The successful candidate will bring knowledge, experience, energy, clarity and tenacity. The new Executive Director's leadership will provide an organizational framework, shape processes, and create efficiencies for a growing 501(c)(3) organization. This individual's efforts will keep Lab/Shul on track to grow our community, enhance fundraising capabilities, create robust programming, increase impact, off and online.

The successful candidate will be a professional and proven leader with mature judgement, exceptional interpersonal and communications skills, a strong executive presence, strong time management skills, familiarity with new technology, and the ability to prioritize goals for self and staff. The quality of self-starter will be balanced with a sensitivity to the needs of staff, the Board, and the community.

This position reports to Rabbi Amichai Lau-Lavie for staff, programming, development and management issues. The Executive Director will report to the Board on financial matters.

Essential Job Functions:

- Oversee daily management and provide day-to-day leadership of staff
- Day-to-day management of finance and budgets
- Meet day-to-day challenges in technology, operations and execution
- With Rabbi Amichai, oversee marketing, event management, and programming
- With Rabbi Amichai and Board, strategically plan, organize and actively participate in fundraising strategies and implementation, including meetings with potential donors
- With Rabbi Amichai and Board, lead the development and execution of a strategic operational plan for the organization
- Manage the financial and operational reporting process to Rabbi Amichai Lau-Lavie, donors, Board, and other stakeholders
- Establish “Best Practices” as the organization grows
- Serve as key staff liaison to Board of Directors and supervise Board initiatives and Committees
- Recruit, retain, train and manage key talent

Skills/Requirements:

- BS, BA required; Advanced Degree preferred
- 10+ years of leadership, operations and management experience
- Thorough understanding of 501(C)(3) nonprofit financial management and reporting
- 7+ years of P&L experience with an understanding of finance, cash flow and budgets
- Ability to work in an entrepreneurial, minimally stratified, start-up environment
- Excellent interpersonal, oral, written and presentation skills
- Experience hiring and managing people, including both paid employees and volunteers
- Exceptional donor relationship management, negotiation, follow-through and diplomacy skills
- An appreciation for Lab/Shul’s mission

How to Apply: Please send a cover letter and resume to: jobs@labshul.org

This is a full time position: A competitive base salary and benefits commensurate with experience will be offered. This is a full-time job, on-site in Manhattan. Re-location is not provided.