

Executive Director

Congregation Shaarey Zedek

Southfield, MI

Salary: \$160,000

Welcome from Congregation Shaaray Zedek

We are a warm, welcoming, inclusive, and multi-generational Jewish community more than a century-and-a-half young. We are your community, your home, and your sacred space. We celebrate all of life's experiences: raising our families, building friendships, and being there for each other throughout the full spectrum of life-cycle events. Our Judaism is practiced both traditionally and innovatively, and we work together with Jews and non-Jews alike to care for those who are in need. Our clergy are not only our teachers but our friends as well. We have a tremendously rich history and a bright future. Most of all, we are a family. Welcome!

The Organization

Founded in 1861, Congregation Shaarey Zedek (CSZ) was the first Conservative Jewish Congregation in Detroit, and one of the founding congregations of the United Synagogue of America (now United Synagogue of Conservative Judaism).

From 1962 to the present, CSZ has been based in Southfield, Michigan. The synagogue building, designed by Percival Goodman, is one of the most breathtaking places to worship in the country. Magnificent, multi-story stained glass windows surround our bimah within a soaring sanctuary ceiling – a perfect setting for a tradition of world-class clergy, inspiring sermons, pitch-perfect cantorial excellence, moving simchot and an elevated sense of spirituality.

Congregation Shaarey Zedek pursues the value: “And my house shall be a house of prayer for all people” (Isaiah 56:7). To this end, CSZ invites people of all faiths and backgrounds to attend and participate in prayer services and play active roles in family and Jewish communal life.

Shaarey Zedek means “Gates of Righteousness”. CSZ opens their doors to people of all races, genders, physical or mental abilities, sexual orientations, prayer and observance levels to experience the warmth of our kehillah kedoshah (sacred community). CSZ's Clergy perform same sex Jewish weddings and bless interfaith couples (Auf-ruf) from our bimah.

For more information on CSZ, click [here](#).

The Position

Congregation Shaarey Zedek (CSZ) is seeking a skilled and passionate individual to serve as Executive Director. The Executive Director will be a critical player in shaping our mission to reinvent modern synagogue life for upcoming generations. As Executive Director, you will provide strategic and operational leadership for the congregation, guiding staff, clergy, and lay leaders in advancing our shared vision. This role ensures the organization runs efficiently, communicates clearly, and operates as a cohesive, accountable, and mission-driven community.

Reporting to the President of the Board of Directors, the Executive Director will provide strategic leadership and directly manage a team of five or six staff members, depending on an evolving organizational structure with additional staff members reporting to direct reports.

Role Priorities

- People Leadership and Team Management: Establish strong leadership with the administrative staff, clarify staff roles, and create a culture of collaboration and clear expectations.
- Strategic Planning and Execution: Develop and communicate a coherent strategic plan, ensure alignment across staff on priorities, and execute on organizational goals rather than allowing staff to work in silos.
- Financial Stewardship and Operations: Manage the \$3.2 million budget, ensure sound financial practices, and oversee operational efficiency across all organizational functions.
- Communication and Process Management: Establish clear communication protocols, implement consistent project management tools, enforce regular meetings with defined agendas, and ensure information flows effectively across the organization.
- Change Management and Cultural Evolution: Guide the congregation through generational and cultural transitions, help the community embrace inclusivity and new perspectives while honoring the organization's history and identity.
- HR Functions and Accountability: Manage human resources responsibilities including performance evaluations, written job descriptions, and enforcement of workplace standards and behavioral expectations.

ROLE OVERVIEW

Leadership & Organizational Alignment

- Drive Organizational Clarity and Vision: Partner with clergy and the Board to align staff, clergy, volunteers, and lay leadership around shared goals and priorities.
- Ensure Operational Excellence: Build effective systems to support daily operations, communication, and accountability.
- Set Standards and Deliver Results: Define expectations, delegate responsibly, and ensure timely completion of projects.
- Promote Continuous Improvement: Evaluate and refine processes to strengthen performance and sustainability.

Culture, People, & Team Development

- Model Values-Based Leadership: Cultivate a professional, inclusive, and mission-centered workplace culture.
- Develop and Empower Staff: Provide guidance, coaching, and resources that encourage growth and high performance.
- Lead with Clarity: Maintain and improve consistent HR practices—recruitment, onboarding, evaluation, and compliance—that support fairness and collaboration.
- Build Communication and Trust: Maintain current job descriptions and clear internal communication systems across teams.



Community Engagement & Membership Experience

- Strengthen Congregant Relationships: Partner with clergy and staff to create systems to welcome, engage, and retain members through meaningful connections.
- Foster a Culture of Belonging: Ensure all congregants experience warmth, respect, and inclusion.
- Oversee Communications: Lead membership systems, marketing, and outreach to maintain consistent, high-quality engagement.

Strategic Leadership & Governance

- Guide Data-Informed Decisions: Provide timely reporting and analysis to support planning and oversight.
- Empower Lay Leadership: Equip committees and volunteers with clear information and guidance to lead effectively.
- Advance Innovation: Identify and implement opportunities to improve operations and expand community impact.

Financial & Resource Stewardship

- Ensure Fiscal Integrity: Oversee budgeting, accounting, and financial reporting with accuracy and transparency.
- Optimize Operational Resources: Manage facilities, technology, and vendor relationships to ensure safety, efficiency, and reliability.
- Support Development Efforts: Partner with clergy and lay leadership to drive fundraising, donor engagement, and grant initiatives.
- Foster Financial Sustainability: Strengthen revenue generation through responsible budgeting and stewardship practices.

Operating Budget	Staff Team	Number of Families
\$3.2M	4 direct reports, 20 total staff	1000

THE IDEAL CANDIDATE

The ideal candidate for the Executive Director position possesses the following competencies:

Operational Insight	Builds Effective Teams	Financial Acumen
Applying knowledge of business and the operating environment to advance the organization's goals.	Building strong teams with a strong identity that apply their diverse skills and perspectives to achieve common goals.	Interpreting and applying understanding of key financial indicators to make better decisions.
Ensures Accountability	Organizational Savvy	Instills Trust
Holding self and others accountable to meet commitments.	Maneuvering comfortably through complex policy, process, and people related organizational dynamics.	Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Additional Qualifications

- **Leadership Experience:** Demonstrated success overseeing staff, operations, and financial systems within a sizable organization, bringing strong business and management skills that translate effectively to a congregational setting.
- **Operational Expertise:** Experience implementing systems, managing teams, and achieving results through collaboration and accountability.
- **Financial Acumen:** Skilled in budgeting, reporting, and managing organizational resources.
- **Collaborative Partnership:** Ability to build strong relationships with clergy, lay leaders, donors, staff, and volunteers.
- **Interpersonal Strength:** Excellent communication, empathy, and problem-solving skills to engage diverse stakeholders.
- **Cultural Understanding:** Familiarity with Jewish customs, rituals, and traditions or willingness to learn.
- **Resource Oversight:** Knowledge of facilities, technology, and security management in a congregational or similar environment.
- **Integrity and Professionalism:** Exercises sound judgment, discretion, and ethical leadership.
- **Education:** Bachelor's degree required; Master's or other advanced degree in business, nonprofit management, or related field preferred.

WHO WE ARE

Work Environment

The Executive Director role is an on-site position.

Our Inclusion Statement

CSZ believes that each of its employees should be able to work in an environment free of discrimination and harassment. To this end, CSZ prohibits and will not tolerate discrimination or harassment based on any legally protected status, including but not limited to sex, race, color, religion, disability, national origin, age, genetics, sexual orientation, gender identity, or veteran status. The policy applies equally to any form of discrimination or harassment based on any legally protected status.

COMPENSATION AND BENEFITS

Salary

\$160,000

Benefits

- Health Insurance Available
- 403B Available
- Paid Sick Time
- 7 Federation Paid Holidays (if not on weekends)
- CSZ is closed for 13 Jewish Paid Holidays
- Paid Leave for Medical, Maternity, Paternity, Bereavement available
- Professional Development Stipend

TIMELINE AND NEXT STEPS

If you are interested in this position, please click below. All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by middle of August.

Sarah Raful Whinston
Partner
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Shanna Jadwin
Consultant
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[Submit an application](#)