

employment opportunity

Operations Manager

at



Location: Madison, Wisconsin

50% appointment, 20 hours per week

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Beth Israel Center is hiring an Operations Manager

about Beth Israel Center

[Beth Israel Center](#) is Madison, Wisconsin's Conservative Jewish congregation.

Beth Israel Center is a vibrant, caring, spiritual home of 275 member households where people explore and nurture their unique Jewish identities, creating together an inclusive, diverse *kehillah* (community) that is alive with celebration, learning, prayer and a commitment to social justice. At Beth Israel Center, Conservative Judaism resonates with our contemporary lives, while our tradition grounds us meaningfully in the present moment.



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Beth Israel Center's mission and vision

Mission:

To be a vibrant, caring spiritual home where we explore and nurture our unique Jewish identities. Together, we create a kehillah (community) that is traditional, egalitarian and alive with celebration, learning, prayer and tikkun olam (repairing the world). At Beth Israel Center, Conservative Judaism resonates with our contemporary lives, while our tradition grounds us meaningfully in the present moment.

Vision:

Beit Tefillah – House of Prayer

We strive for inspiring, participatory ritual that nurtures our souls and elevates the spiritual life of our congregational community.

Our traditional, egalitarian tefillot (prayers) help us to live with a sense of purpose, interconnection and kedushah (holiness). We celebrate Shabbat and holidays, gather for daily worship, and share lifecycle events as a multi-generational community. Our traditions inform and guide us in joyful and difficult times.

Beit Kneset – House of Gathering

We strive to be a synagogue community that is warm, welcoming and inclusive.

We gather in a variety of settings to celebrate joyful occasions and to support each other. We provide social, educational, spiritual and cultural opportunities for all ages. We use the talents of our members and, together, act as partners and leaders in making our world a better place through tzedekah (righteousness), gemilut hasadim (loving-kindness) and engagement with the broader community and Israel.

Beit Midrash – House of Study

We strive to be a congregation in which everything we do deepens our appreciation for and connection to Judaism.

We offer dynamic Jewish learning opportunities for all ages that foster connection to Torah, Jewish life, and Eretz Yisrael. Our youth programs, both educational and social, ignite a lifelong love for Judaism and cultivate future Jewish leadership. Our Talmud Torah helps its students master skills and deepen knowledge so they can participate fully and meaningfully in Jewish life. Family education opportunities excite and engage children and adults, instilling appreciation for Jewish learning and living. Our Adult Jewish Learning Program empowers all who are interested to connect with our rich tradition of Torah LiShma (study for its own sake).

Shmirat Beiteinu – Caring for our Home

We strive to be a congregation of which all are proud to be members.

We look to current knowledge and research to inform how we govern ourselves. We manage our resources responsibly, maintain and enhance our sacred gathering spaces, and treat one another with derech eretz, respect and caring.

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about the position

Beth Israel Center seeks a part-time Operations Manager to be the primary point of contact for building operations including facilities, security, and maintenance. In addition, through reporting to the Executive Director, this position will help ensure that the proper systems and processes are implemented to support a variety of programs and events to handle membership data, fiscal reporting, dues collections, publications, High Holy Day arrangements, yahrzeit information, and other materials necessary for the smooth operation of the synagogue.

This is a 50% appointment/20 hours per week position.

We are seeking a collaborative and organized partner to join the team and be responsible for:

Operations: Facilities, Security, and Maintenance (approx. 15 hours per week)

- Leads effective business and building operations. Plans, develops, and recommends and executes policies, procedures, processes and systems to ensure efficient operations.
- Primary point of contact for maintenance, building, facility and security related issues.
- Manages building maintenance contractors/needs and manages internal and outsourced resources including staff, contractors, and volunteers; establishes and executes building security protocol and technology services.

Technology and Systems Support (approx. 3 hours per week)

- In consultation with the Executive Director, Rabbi and other synagogue staff, ensures that the proper systems and processes are implemented to handle membership data, fiscal reporting, dues collections, publications, High Holy Day arrangements, yahrzeit information, and other materials necessary for the smooth operation of the synagogue.
- Maintains membership forms and queries; referrals to appropriate clergy, Board member, or committee chair; offers assistance to families planning s'machot and other lifecycle events at Beth Israel. Coordinates with bookkeeping to enter membership and donation information; maintains updated contact and family information records.
- Implements and supports technology and related services to ensure efficient operations. Serves as primary point of contact for technology and system related questions and issues.

General Operations Support (approx. 2 hours per week)

- Supports management of fiscal accountability and resource allocation. In collaboration with Executive Director, VP of Finance and Bookkeeper, maintains financial and official records, and ensures compliance with federal, state and local regulations and reporting requirements.
- Coordinates and organizes activities and support events aligned with the development and fundraising strategy as directed by the Executive Director.

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skills and experience sought

The ideal candidate will possess the following skills and experience:

- Strong business and operational acumen including ability to organize, develop and execute project plans/proposals; project/event operations management preferred.
- Very successful at facilitating, integrating and aligning resources to achieve goals; organized, with the ability to organize others.
- Familiarity with facilities and building management is strongly preferred.



- Strong ability to optimize various resources (vendors, contractors, staff, volunteers, systems, etc.), with an ability to work collaboratively, delegate, set and meet deadlines, and hold self and others accountable.
- Strong verbal and written communication skills.
- Growth mindset, with an openness to new ideas and to learning new skills.
- Mission driven, with appreciation of Jewish culture and openness to engage and embrace Jewish values.

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about Jewish life and culture in Madison



Madison's [Gates of Heaven Synagogue](#), one of the oldest synagogues in America, is on the National Register of Historic Places.

Madison has a thriving community of about 5,000 Jewish residents, and a rich [Jewish history](#).

In addition to [Beth Israel Center](#) with about 275 families, Madison's other Jewish congregations include:

- [Temple Beth El](#) (Reform) – about 575 families.
- [Congregation Shaarei Shamayim](#) (Reconstructionist) – about 150 families.

Other organizations include:

- [Jewish Federation of Madison](#).
- [Chabad of Madison](#).
- [University of Wisconsin Hillel Foundation](#).
- [Jewish Social Services of Madison](#).
- [Madison African American-Jewish Friendship Group](#).

Youth programs include:

- [Gan HaYeled Preschool](#).
- [Midrasha Hebrew High School](#).
- [Camp Shalom](#), the largest summer day camp in Dane County, serving the Jewish community and the broader community with over 900 campers participating every summer.

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salary

Beth Israel Center's Operations Manager position has an annualized full-time equivalent salary range of \$56,000 - \$60,000.

As a 50% appointment/20 hours per week position, ideally working 4-5 days per week, the prorated salary range is \$28,000 - \$30,000.



Beth Israel Center's employee benefits for this 50% position include 401(k) retirement plan with a generous employer match and generous paid time off.

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interested?

Please [apply confidentially](#): bit.ly/BIC-OM-apply

Deadline: rolling. The position is open until filled. It was announced on **January 31, 2024**. Rather than setting an application deadline, we are considering applications and holding interviews on a rolling basis. For best consideration, please apply promptly; and please complete all questions in the application, including the cover letter/personal statement. Our goal is to fill this position by **April 2024**.



Beth Israel Center has exclusively retained [Peter Gray Executive Search](#) to conduct the search for its new [Executive Director](#), and is working closely with to recruit the Operations Manager as well to support the growth of Beth Israel Center. Peter Gray Executive Search is a social impact executive search firm in Madison, Wisconsin.

Beth Israel Center and Peter Gray Executive Search are equal opportunity employers, committed to attracting candidates representing a diverse range of backgrounds. Beth Israel Center strongly believes it benefits from the perspectives and talents of a racially and culturally diverse staff.

about peter gray executive search



Peter Gray (he/him) is a recovering Wall Street recruiter who now recruits social impact leaders and fights bias in hiring.

As founder and CEO of [Peter Gray Executive Search](#), he guides nonprofit organizations and social impact employers through [leadership succession](#) and other [strategic hiring](#). He also [trains](#) employers on diversifying hiring outcomes, and [coaches](#) individuals on overcoming bias in job search and career advancement.

Peter began his career in executive search at Korn Ferry in New York City. He gives back as a volunteer adviser, fundraiser, and board member for nonprofit and civic organizations. He chairs the Boys & Girls Clubs of Dane County's [Move 'n' Groove for Boys & Girls Clubs](#) campaign, which has raised over \$10 million for youth development.

Peter holds a BA from Harvard University, and an MBA from Columbia Business School.

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