

Congregation Mishkan Or

New synagogue community of
Anshe Chesed Fairmount Temple and The Temple-Tifereth Israel

Announcement: Director of Finance

Congregation Mishkan Or is excited to announce a professional opportunity for a highly qualified individual to join our community as the **Director of Finance**. Congregation Mishkan Or was established in 2024, following the momentous merger of our two historic Reform Jewish congregations, which combined have over 300 years of rich heritage. With 2000 family units, we are uniquely poised to grow a vibrant and sustainable congregation that honors our past and embraces the future.

As the Director of Finance, you will play a pivotal role in shaping the economic journey of our congregation. You will work collaboratively with our staff, leadership, lay committees, and lead an internal team. You will have an important voice in senior leadership and report to the Executive Director. This full-time, in-person position is open and applications will be considered as received.

Key Responsibilities

Budgets, Investments, Financial Analysis, and Reporting

- Partner in developing and ensure implementation of financial policies approved by the Board
- Lead the annual budgeting process by department, collaborating with department heads, the Finance Chair (s), and the Treasurer and President (s)
- Prepare and present monthly financial reports, including variance analysis, in partnership with the Finance Chair (S), Treasurer and President (s), develop other reporting tools, data for strategic planning and departmental and organizational protocols
- Oversee the Mishkan Or Foundation investments of \$40 million+ in conjunction with Foundation President (s)
- Manage long-term projections and planning with input from lay partners

Revenue/Expense Management

- Oversee and ensure the accurate and timely management of all member and school billing and collections processes, prepared and supported by staff, using ShulCloud & Sage
- Support grant management processes, including tracking, compliance, and reporting
- Collaborate on fundraising initiatives, supporting financial sustainability
- Monitor compliance with licenses, insurance policies, and regulatory filings, ensuring timely renewals. Escalate out-of-budget requests to the Finance Committee, Board when necessary
- Approve expenditures and oversee spending requests ensuring alignment with budgets
- Oversee payroll processing, including onboarding, offboarding, and pay runs
- Manage cash flow and provide financial guidance to staff while monitoring adherence to departmental budgets

Administrative Responsibilities

- Maintain accurate and secure organizational records, including financial, contracts, permits
- Attend Board of Trustees and relevant committee meetings as needed, supporting decision-making with reports and data
- Oversee relationships with selected third-party vendors
- Build and maintain positive relationships with synagogue members and volunteers
- Manage the relationship with our supporting Mishkan Or Foundation leadership, and the Mishkan Or Finance Committee and Audit Committee members.
- Ensure compliance with personnel policies in partnership with HR
- Establish and document departmental procedures, workflow and ensure internal controls

Qualifications

- **Education:** Bachelor's degree required. Those with **CPA designation** will be prioritized.
- **Experience:** 3-5 years of leadership experience in a similar non-profit setting, or a combination of leadership experiences in for profit and nonprofit settings. Demonstrated expertise in financial and budgeting practices, including managing budgets, consolidation, and interfund activity.
- **Leadership:** Dedicated to maximizing resources for best and highest use, creating a sustainable future, and comfortable leading that charge. Drive and manage change, including updating systems.

- **Team Supervision:** Proven experience in supervising and leading a team.
- **Finance Expertise and Coaching:** Skilled in working across an organization at every level to educate and guide finance decision-making.
- **Technological Proficiency:** Technologically adept with experience integrating technology to improve workflow and efficiency, excellent excel skills required.
- **Context:** Knowledgeable of Jewish rituals, practices, holidays, and life-cycle events, with an understanding of Reform Judaism is preferred.

Remuneration and Application

Salary Range: \$100,000-120,000 (variation depends on experience and credentials)

Benefits include 27 days PTO, flexible onsite schedule with up to 20% remote, parental leave, waived tuition to religious school, 50% reduction in tuition at our early childhood center, generous healthcare coverage, choice of retirement plan with employer contribution, moving expenses of up to \$5,000 for candidates requiring relocation.

To apply, please send your resume and a 1-2 page cover letter indicating your interest and qualifications to Barb Smith (bsmith@mishkanor.org).

About Us

Dear Director of Finance candidate,

I'm excited to partner with you at this pivotal moment in our newly merged congregation. There are opportunities here for you to lead and to shape a department with dedicated current staff. You'll also have the chance to work with a talented group of lay leaders who are passionate about financial sustainability, data driven decision-making, and planning for the future. It's an exciting time to make a impact in this community that is both historic and brand new at the same time. Our leadership team is saving room for your voice, your vision and your partnership.

- Julianna Johnston Senturia, Executive Director

Background: Congregation Mishkan Or was established by the members of Anshe Chesed Fairmount Temple and The Temple-Tifereth Israel on July 1, 2024. With shared resources and new opportunities for worship, programming, education, community impact and more, Congregation Mishkan Or has now become a "Dwelling Place of Light" for approximately 2,000 families.

As a large congregation in Beachwood, Ohio, we are proud to be a welcoming and intentional member of the Union for Reform Judaism. Stronger together, we care for each other and the world through spiritual enrichment, lifelong learning, and loving kindness. We strive to focus on relationships, bring Judaism to life in each generation, and answer the call to make the world a better, more just place. Our website, www.mishkanor.org, and our social media accounts on Facebook and Instagram will help you learn more about who we are.

Congregation Mishkan Or, 26000 Shaker Boulevard, Beachwood, Ohio 44122.