



Talmud Torah of St. Paul

Job Description: Executive Director

Position Summary

The executive director will provide both leadership and management for the Talmud Torah of Saint Paul (TTSP), which is the hub of communal Jewish education in our community. TTSP is comprised of a day school (The Newman School), an afternoon school for elementary and high school students, and adult education.

Leadership includes charting the path for the institution:

- To adapt and forge new models of engagement in Jewish education in this challenging time,
- To work well with and enhance the ecosystem of the local Jewish community;
- To be engaged in a spiral of continuous development, improvement and growth.
- To significantly grow our student body so as to broaden our impact and ensure our financial sustainability

Management includes overseeing finance, human resources, facilities, IT and contracts.

The Executive Director reports to the Board of Directors.

Qualifications

Required:

- Bachelor's degree or higher
- 5-10 years experience of proven success building and/or managing a complex organization or enterprise, including creating strategic plans, setting measurable goals and evaluating success
- Experience with people management
- Demonstrated success setting a vision for excellence and managing a team to achieve it
- Experience managing relationships with diverse stakeholders, including volunteer board members, parents, external community stakeholders and donors
- Understanding of modern models of Jewish education
- Working knowledge of Jewish culture and traditions

Highly Preferred:

- Experience leading or working within a Jewish and/or educational institution

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Talmud Torah of St. Paul

Marjorie Smith Hofman Educational Building | 768 Hamline Ave. S. | St. Paul, MN 55116

ttsp.org | (651)698-8807 | info@ttsp.org

A beneficiary agency of the St. Paul Jewish Federation



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Scope and Responsibilities

Strategic Development

- Lead organization in charting a pathway (developing a strategic plan) to achieve its vision and mission, which is: creating life-long learners, passionate about Jewish tradition, committed to Jewish community and devoted to the well-being of all people
- Develop strategic operating plan that details the steps necessary to operationalize the strategic plan; the plan should include clear academic, growth, recruitment, operational, communications, and financial goals
- Work with the leadership team, staff, board, key funders, community partners and other stakeholders to bring the plan to life
- Track and report on progress

Fund Development/Advancement

- Ensure that organization meets financial goals in the strategic plan
- Oversee development, including major gifts, grants management, fundraising events, and the annual campaign
- Develop and maintain relationships with foundations, other non-profits, major individual donors and potential donors, and congregations
- Solicitation and stewardship of donors
- Oversee the development and implementation of an effective program of communication, so that TTSP's various stakeholders are well-informed about TTSP and are motivated to support and participate in TTSP's work. This includes marketing and branding initiatives.

Community Engagement and External Relations

- Build coalitions, relationships, and partnerships with key stakeholders in support of the organization's mission and goals. This group of stakeholders includes funders, fellow educational leaders, clergy and other leaders within the Jewish community and the broader community.
- Be an authentic thought leader in the local Jewish community. This includes staying current on relevant literature and on practices in other communities; providing briefings for congregations and other community organizations; speaking out in the media (including social media) on relevant topics.

Staff Leadership and Development

- Build and manage a high-performing team to support TTSP's ability to achieve its goals
- Build TTSP into an "employer of choice," with clear communication, fair and equitable personnel policies, strong professional development and educational opportunities, a positive organizational culture, and explicit succession planning
- Work with the leadership team to ensure the hiring, training and retention of staff to deliver appropriate and high quality Jewish education to students of all ages

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Financial Planning and Management

- Oversee preparation of the annual budget and all expenditures, ensure proper record-keeping, and authorize timely payments of bills and fulfillment of other contractual agreements
- Work with administrative and financial staff, executive committee and finance committee to ensure thorough and timely understanding of financial status and issues
- Ensure that annual audits are completed and presented to the board

Boards and Committees

- Prepare agendas for and participate in meetings of the executive committee and the full board
- Maintain strong working relationships with board members and effectively deploy board members to further the organization's mission
- Recommend to the nominating committee good board member candidates to ensure that the board reflects the community that TTSP serves, and includes the skills and backgrounds needed for the organization

Operational Management, Legal Compliance, Risk Management

- Assure compliance with current legal and statutory requirements as well as with all contracts and all internal TTSP personnel and administrative policies
- Create or update internal policies when necessary
- Oversee all facilities. Ensure that building operations are competently managed to maintain a safe, clean, adequate workplace

Salary Range: \$75,000-\$125,000

About Talmud Torah of St. Paul

Talmud Torah of St. Paul has been the central address for Jewish education in St. Paul since 1956. Our mission is to create life-long learners, passionate about Jewish tradition, committed to Jewish community and devoted to the well-being of all people. We are deeply committed to nurturing in students of all ages a life-long love of learning, pride in their Jewish identity, belief in themselves, and an understanding of their responsibility as citizens of the world. Within an accepting and egalitarian environment, we encourage each student to grow, guided by a strong sense of Jewish values and traditions.

To apply, please send a statement of interest and resume to Rebecca Noecker, TTSP Board President, at employment@ttsp.org.

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