

## THE NORTH SHORE SYNAGOGUE

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ABN 75 000 115 499



**THE NORTH SHORE  
SYNAGOGUE**  
קִקְצָדָק וְאַמֶּת

Job Title: Operations Manager

Job Description:

### Overview

The Operations Manager of The North Shore Synagogue is a pivotal role responsible for the seamless operation of the synagogue's day-to-day affairs and the coordination of various events and fundraising activities. This position reports directly to the President of the Board of Management and requires efficient management of office operations, staff, events, membership, and fundraising initiatives. Whilst there are several areas of responsibility, it is expected that the main focus of the role is with membership and fundraising.

Key Responsibilities:

#### 1. Membership Management:

- Oversee membership administration, including maintaining membership databases, processing applications, and renewals.
- Develop strategies for member recruitment and retention, engaging with prospective and current members to foster a sense of community and belonging.

#### 2. Fundraising Activities:

- Develop and execute comprehensive fundraising strategies to support the synagogue's financial needs.
- Coordinate fundraising initiatives, including soliciting donations, managing bequests, and organizing the annual Kol Nidre Appeal.
- Cultivate relationships with donors, acknowledging their contributions and stewarding ongoing support.

#### 3. Office Operations Management:

- Oversee day-to-day office operations, ensuring smooth functioning.
- Maintain efficient communication channels within the office and with community members.
- Handle correspondence, emails, and inquiries promptly and professionally.

#### 4. Staff Management:

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- Supervise and support two part-time staff members: Facilities Coordinator and Administration Coordinator.

- Provide guidance, training, and performance evaluations to ensure high-quality work standards.

- Foster a positive work environment conducive to teamwork and productivity.

### 5 . Event Planning and Coordination:

- Plan, organize, and coordinate various events hosted by the synagogue, including religious ceremonies, social gatherings, and educational programs.

- Manage event logistics such as venue booking, catering arrangements, setup, and clean-up.

- Collaborate with relevant stakeholders to ensure events meet organizational standards and objectives.

### Qualifications:

- Bachelor's degree or qualification in a relevant field (e.g., Business Administration, Non-profit Management) preferred.

- Previous experience in a leadership role within a non-profit organization, preferably within a religious institution or community.

- Strong organizational and administrative skills with attention to detail.

- Excellent communication and interpersonal abilities.

- Proficiency in Microsoft Office suite and database management software.

- Understanding and respect for Orthodox Jewish customs, traditions, and values.

- Ability to work flexible hours, including evenings and weekends as required.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties may be added, deleted, or modified at any time at the discretion of the management.