

**ORGANIZATION:** Park Avenue Synagogue  
**POSITION:** Chief of Staff  
**REPORTS TO:** Executive Director  
**LOCATION:** New York, NY  
**WEBSITE:** [pasyn.org](http://pasyn.org)  
**TO APPLY:** Please send cover letter and resume as one PDF to [PASCOS@PBRSearch.com](mailto:PASCOS@PBRSearch.com) with title format "Last Name First Name – Letter Resume."

## **BACKGROUND**

Park Avenue Synagogue (PAS) is a growing, dynamic, and thriving synagogue community with highly engaged clergy, congregants, staff, and Board. Its mission is to inspire and educate people to live passion-filled Jewish lives. With origins dating back to 1882, PAS is one of the largest and most vibrant congregations in North America. Its 1,800 member families are actively involved in educational, prayer, and community activities through its recently renovated physical campus on Manhattan's Upper East Side as well as through its virtual campus. PAS was an early adopter of technology, which has enabled it to not only continue to thrive during COVID but also expand its reach beyond its New York based membership. For example, during the most recent High Holidays, in addition to those members who attended in person, tens of thousands of non-members from around the world joined PAS for its meaningful, spiritual, and professional services and programming.

Rooted in Jewish tradition, PAS is a forward-thinking, innovative institution that values continuous improvement and holds a high standard for excellence. Its clergy and staff include more than 150 talented individuals, who enable and further Rabbi Cosgrove's vision centered around three core pillars: Learning, Community and Prayer. In addition to its many prayer services, life cycle events, leading role in liturgical music and cantorial concerts, PAS provides lifelong learning opportunities through its young family programs, an early childhood center, a congregational school, and a wide range of teen, young adult, and adult education classes and programs including engaging in national thought-leading religious conversations. Its committed and supportive membership, combined with its strong financial position, uniquely positions PAS to both continue thriving in the current environment as well as lead the way in defining and capitalizing on transformative opportunities for the community's future.

Following the hiring of Valerie Russo as executive director in 2021, PAS seeks an experienced professional to manage the executive office and provide leadership on the execution of specific administrative initiatives and projects, in collaboration with the executive director, the administrative team, and the clergy.

## **POSITION**

The chief of staff will work in close partnership with the executive director and serve as a key confidant, advisor, executor, and project manager. Because this role will be responsible for managing a wide range of projects, issues, and initiatives across the institution, it is essential that the chief of staff is a strategic thinker, an analytical problem-solver, and a collaborative leader with exceptional written and verbal communication skills.

## **PRIMARY RESPONSIBILITIES**

- Assure that the executive director's priorities and other strategic management initiatives are communicated, coordinated, and implemented.
- Identify, develop, recommend, and implement actions or initiatives that promote effective and productive relationships and interactions across the synagogue.
- Provide excellent guidance, diplomacy, and understanding of PAS's mission and objectives to support the executive director.

- Accompany the executive director to key meetings and participate as a second set of eyes and ears; follow up on action items, develop project timelines, delegate next steps among key staff, and follow up as necessary to ensure the timely completion of projects and initiatives.
- Participate in and take responsibility for specific pieces of planning and execution of the High Holidays; along with the executive director and the director of membership, staff the High Holidays, including Rosh Hashanah, Kol Nidre, and Yom Kippur.
- Participate with the executive director and other senior officers in institutional planning, policy development, and problem resolution.
- Coordinate special projects on behalf of the executive director.
- Serve as a liaison or represent the executive office on committees and in other key meetings as delegated by the executive director.
- Directly supervise and manage the assistant director of operations (who in turn supervises two receptionists) and the food & events associate.
- Beyond direct supervisory responsibilities, take a proactive approach to overall synagogue staffing, ensuring that the staffing plan and budget reflect short- and long-term needs.
- Collaborate with the executive director to ensure that staff levels and responsibilities are properly aligned with overall institutional goals and initiatives.
- Identify and develop processes when appropriate to streamline operations and improve service.
- Facilitate information flow among staff in support of effective and timely decision-making.

## **QUALIFICATIONS**

The ideal candidate will be a seasoned, strategic, emotionally intelligent leader with a passion for leading and supporting the administrative functions of a well-established, forward-thinking, and growing organization. Specifically, the chief of staff will have:

- Demonstrated experience in project oversight, management and execution in a complex, place-based nonprofit or a corporation with a supportive culture and strong customer service orientation.
- A proactive, can-do mindset and a commitment to supporting administrative and program areas at the highest level of excellence.
- At least ten years of professional experience with a significant project management experience and a track record of supporting leadership by executing against a vision and goals.
- Proven capacity for managing a small staff and creating a culture of collaboration, inclusion, and high performance.
- Excellent problem-solving skills and an analytical, systems-oriented mindset.
- Familiarity and comfort with a range of IT programs and systems and the ability to partner with IT to ensure that technology supports efficiency and effectiveness across the organization, both internally and externally.
- Experience with budgeting and budget management and the ability to partner with the finance department to ensure that expenditures and capital planning are in line with organizational goals and timeframes.
- Proven experience implementing new initiatives and processes.
- Clear and concise verbal and written English language communication abilities.
- Emotional intelligence; excellent judgement; exceptional integrity; a winning personality; a sense of humor; a deep affinity for working with diverse groups of stakeholders; professional maturity; and the ability to engage with congregants, clergy, staff, board members, donors, and community partners with equal ease.
- Strong organizational skills and the ability to set priorities and meet deadlines in a fast-paced, fluid environment.
- A bachelor's degree, with an advanced degree in a related field (e.g. business administration, nonprofit management) strongly preferred.
- Knowledge of Jewish communal and/or synagogue life a significant plus.

**COMPENSATION**

- Minimum \$165K annually.
- Benefits include participation in the synagogue's health insurance plan, 401(k) plan, and 20 days annual vacation.

***Park Avenue Synagogue is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition Park Avenue Synagogue will provide reasonable accommodations for qualified individuals with disabilities.***