

Job Description

Executive Director

Background

The S&P Sephardi community is seeking to appoint a new Executive Director to oversee the efficient operations of its synagogues and associated charities, as well as helping to drive an ambitious plan for the future of this unique Jewish community.

The Executive Director will be responsible for the efficient day-to-day operational management of its three Synagogues (Bevis Marks, Lauderdale Road, and Wembley) as well as the activities of affiliated charities including the Sephardi Beth Din, the Sephardi Kashrut Authority (SKA), the Community's welfare charities and the London Sephardi Trust.

The Executive Director will ensure efficient and effective administration, financial stewardship, property management, and community engagement while fostering strong relationships with stakeholders.

The Executive Director will liaise with congregants and ecclesiastical staff, overseeing event programming, internal and external communications and being the point of contact for the wider world of Jewish and non-Jewish organisations. The Executive Director will work closely with the Executive Committee ('The Board') and the Senior Rabbi, in designing and delivering new and efficient ways for the central office to respond to the changing needs and demands of the community.

The Executive Director is supported by an office comprising a small number of full and part time members of staff.

The role is a very exciting, challenging, and demanding position and would ideally suit a candidate who has excelled at administration in their current or previous roles and is now looking for a more senior role which maintains day to day administrative functions but adds a strategic dimension to their work.

The position is based at the community's offices at Ashworth Road, Maida Vale, London, and reports to the Board of Trustees, through the Chair of the Board but also works closely with the Senior Rabbi of the community.

Main responsibilities

Work closely with the Board and Senior Rabbi in executing policy decisions and steering the charity through legal, financial, and regulatory obligations.

Develop and execute policies and procedures to continue to improve operational efficiency.

Attend all Board meetings (monthly). These meetings take place in the evenings.

Oversee financial planning, budgeting, and expenditure management working closely with the Financial Controller.

Ensure financial sustainability through revenue generation, fundraising, and effective cost control.

Develop financial reports, including the annual accounts and budgets and work closely with the finance team to ensure transparency.

Work with the Board and the Senior Rabbi in developing fundraising plans and campaigns.

Build and maintain strong relationships with key stakeholders, including community members, religious leaders, donors, and partner organizations. Organise the Congregation's media, marketing and public relations strategy including distribution of all communal announcements in good time and coordination of social media to keep the community informed and engaged.

Organise the production and publication of bulletins and other publications as well as maintaining the community's website.

Liaise with the Sephardi Beth Din and other associated charities, overseeing administrative duties as required.

Collaborate with cemetery management teams to ensure respectful and efficient burial services.

Ensure that all funerals run smoothly and that there are support services in place for the bereaved.

Work with families and religious leaders to ensure appropriate support and services are provided

Work closely with the Hebra and attend their meetings.

Ensure that all marriages authorised to take place under the auspices of the S&P Sephardi Community comply with both Halakhic and legal requirements and bookings are clear and well communicated.

Liaise with other Jewish communities and represent the S&P at conferences to ensure that the community has a voice within Anglo Jewry.

Develop appropriate relationships/partnerships inside and outside the community

Liaise with the synagogue committees of the community's synagogues.

Develop risk management strategies to mitigate operational, financial, and reputational risks.

Ensure effective security and emergency response measures are in place for community assets and events.

Required Qualifications and Experience

- A minimum of 5 years' senior-level experience in operations, administration, or general management, ideally within the charity, faith-based, or community sector. Experience in a Jewish communal setting is highly desirable but not essential.
 - Demonstrated success in financial and operational management, including budgeting, reporting, and oversight of financial systems.
 - Strong track record of working with senior stakeholders, including boards, trustees, and community leaders.
 - Proven ability to lead and drive continuous improvement in processes and services.
 - Excellent verbal and written communication skills, with experience in stakeholder engagement, customer service, and public representation.
 - Experience in fundraising and income generation, including donor engagement and campaign delivery, is advantageous.
 - A good understanding of the regulatory and governance environment relevant to charities and/or religious institutions.
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Key Skills and Attributes

- Strong leadership and people management skills, with the ability to motivate a small team and collaborate effectively with religious and lay leadership.
- Strategic thinking combined with hands-on operational oversight — comfortable leading day-to-day operations while contributing to long-term planning.
- Highly organised, detail-oriented, and capable of managing multiple priorities in a busy, community-facing environment.
- Excellent interpersonal skills with the ability to build positive relationships at all levels, including volunteers, clergy, trustees, and community members.
- Confident user of technology, with a good understanding of modern communication tools including social media, websites, and digital newsletters.
- A flexible, calm, and solutions-focused approach, particularly when dealing with sensitive pastoral, ceremonial, or lifecycle events.
- A genuine commitment to the values, traditions, and future growth of the S&P Sephardi Community.