



## Mayyim Hayyim Living Waters Community Mikveh and Paula Brody & Family Education Center

OPEN POSITION: CEO

APPLICATION DEADLINE: April 2, 2023

SALARY: \$130,000 - \$150,000

LOCATION: BOSTON AREA

APPLY TO: [ceosearch@mayyimhayyim.org](mailto:ceosearch@mayyimhayyim.org)

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### ABOUT MAYYIM HAYYIM

Mayyim Hayyim is a community mikveh and a center for spirituality, learning, and celebration. Since 2004, Mayyim Hayyim has been at the forefront of ritual innovation in Jewish life. Located in Newton, Massachusetts, Mayyim Hayyim has become a spiritual home for people of all genders and ages to celebrate milestones such as weddings, conversions, *b'nai mitzvah*, and birthdays; find solace in the face of trauma or illness; and explore the ritual of monthly immersion on their own terms.

Through educational programs, trainings, curricula, and institutional partnerships, Mayyim Hayyim seeks to make mikveh accessible to the full diversity of Jewish people and those who are becoming Jewish.

In 2017, Mayyim Hayyim spearheaded the launch of Rising Tide, a network of *mikva'ot* whose members embrace an open, inclusive, and welcoming approach to ritual immersion that now includes more than 35 communities in six countries who gain strength and support from one another as they elevate the field of Open Mikveh.

A local treasure and an international model for innovation, Jews from around the U.S. and Israel routinely stop at Mayyim Hayyim to tour, learn, and immerse. Thousands of people around the world access Mayyim Hayyim's online resources on a regular basis. In the words of Rabbi Abraham Isaac Kook, "The old becomes new, and the new becomes holy." That is Mayyim Hayyim.

### THE OPPORTUNITY FOR IMPACT

Sourcing meaningful ways to mark transitions — in times of sorrow and joy — is something we all deserve throughout our lives. For centuries, the experience of mikveh was accessible to only a small segment of the Jewish population. Today, Mayyim Hayyim is cracking open new ways for people to ritually immerse at key moments in their lives. Enriched by the wisdom and beauty of ancient Jewish rituals, Mayyim Hayyim is paving the way for an inclusive Jewish future that speaks to the full diversity of the Jewish people.

As CEO, you will drive meaningful change at the intersection of ritual innovation and Jewish life. The impact of your leadership will expand possibilities for Jews of all racial, ethnic, sexual, gender, physical, and denominational identities to experience the sacred ritual of mikveh in a wide range of contexts.

In 2023, Mayyim Hayyim is at a pivotal time in its growth. Our next CEO, who reports to the Board of Directors, will play a leading role in strengthening the organization's presence in Boston and scaling its national expansion.

## **ABOUT THE TEAM AT MAYYIM HAYYIM**

You will be leading a staff of 10 that currently includes colleagues in Boston, New York, Florida, and Minnesota. The team works hard and sets high expectations. They love to laugh with each other and bring their whole selves to work. They celebrate joyous occasions and take care of each other when times get tough. They are passionate about making the Jewish world more accessible and inclusive.

## **RESPONSIBILITIES OF THE CEO**

### **Mission & Strategy**

- Inspire others to advance the mission of the organization.
- Effectively engage the board in meaningful strategic thinking.
- Communicate the strategic goals for the organization to all stakeholders.
- Understand the needs of clients and stakeholders and ensure a high level of program quality, driving for improvement in outcomes and impact.
- Represent the organization's mission, programs, products, and services in a strong and positive light to the general public; develop partnerships and collaborate productively with other organizations.

### **Finances & Fundraising**

- Oversee a comprehensive development strategy and implement fundraising infrastructure.
- Raise over \$1MM annually for the organization from existing and prospective individuals and foundations.
- Make sound financial decisions and recommendations based on the organization's financial realities.
- Propose a well-supported budget and operate within the approved budget.
- Provide regular financial reports to the board that are accurate and clear.

### **Management & Operations**

- Ensure the organization has necessary management and administrative systems and procedures.
- Protect the legal integrity of the organization and monitor compliance with all applicable laws and regulations.
- Administer an effective HR program that includes job descriptions, performance standards, regular performance evaluations, and allows for the recruitment and retention of a highly qualified staff.
- Ensure supervision and support for volunteers at all levels of the organization, including Volunteer Mikveh Guides.
- Oversee design, marketing, promotion, communications, delivery and quality of programs, products and services, including immersions, education programs and consultation work.

### **Governance**

- Work in partnership with the board to determine and execute the organization's goals, soliciting feedback from board members in service of the organization's financial health, reputation, and sustainability.
- Act as a liaison between the staff and the board and foster relationships characterized by respect and open communication.

- Provide appropriate leadership consultation and support as well as complete and timely reports to inform board deliberations and decision making and assist members in fulfilling their responsibilities.
- Inform and advise the board regarding current trends, problems, and opportunities important to the future of the organization and its stakeholders.
- Work with the board president to focus board meetings on topics of highest priority that need board attention and involvement.

### **Personnel & Workplace**

- Supervise senior staff and serve as a mentor for all staff, cultivating an environment of respect in the workplace. Delegate responsibility and decision-making to staff, seeking their input as appropriate.
- Provide staff with appropriate information and resources to be successful in their work and recognize staff contributions and ideas.
- Ensure staff understand what is expected of them and assist staff in developing realistic plans for achieving goals.
- Evaluate staff performance fairly and consistently, holding staff accountable to their goals in a way that is fair and productive. Acknowledge high performance and effectively address low performance.
- Promote collaboration among staff members through regular, well-organized staff meetings and annual retreats and provide all staff with professional development opportunities to learn and grow.

## **CORE COMPETENCIES AND PERSONAL CHARACTERISTICS**

### **Mission Alignment & Culture Fit**

- You have worked closely with leaders, colleagues, funders, and stakeholders and can earn trust across a broad spectrum of Jewish identities and affiliations.
- You are passionate about ritual innovation and spiritual engagement in Jewish life.
- You “speak the language” of Open Mikveh and have a working knowledge of Jewish law and texts. You are not afraid to educate yourself or ask for guidance when there is something you do not understand.
- You have experience bringing a racial justice and gender equity lens to your leadership and workplace culture.
- You build trust through relationships and personal stories. You have a track record of advocating for organizational culture and values.
- You exhibit strong interpersonal communication skills necessary to fulfill your responsibilities.
- You seek feedback from staff and board in order to learn and grow.
- You embrace challenges with a solution-oriented mindset and a posture of openness.

### **Leadership & Management**

- You have at least 7 to 10 years of professional experience that includes staff and volunteer management.
- You are a collaborative leader and gain input and buy-in from a variety of stakeholders when executing your vision. You can translate strategy into plans and lead a team toward results.
- You have a track record of success in cultivating, soliciting, and stewarding five- and six-figure gifts from individuals and foundations.
- You have experience overseeing a budget and making sound financial decisions.
- You coach team members with an open, inclusive leadership style that encourages cohesion, accountability, and high performance.

- You can manage multiple priorities and distinguish between truly time-sensitive, urgent needs and what is important but not requiring immediate action. You are ready to roll up your sleeves when the situation calls for it.
- You hold joy and resilience as key foundations for a healthy and happy team.

### **Public Presence**

- You are perceived by others as having presence, maturity, credibility, and expertise in the day-to-day and in times of crisis.
- You are a dynamic “brand ambassador” in the public sphere.
- You are an excellent communicator, both written and oral.
- You are excited about cultivating new partnerships with creativity, courage, and a spirit of possibility.
- You have a sophisticated, nuanced understanding of the Greater-Boston and national Jewish landscape.
- You engage in community with curiosity, resilience, and compassion.

### **COMPENSATION & BENEFITS**

This is a full-time exempt position, with a salary range between \$130,000 and \$150,000 with generous benefits. Mayyim Hayyim explicitly seeks to build a diverse staff. Each of the competencies and characteristics listed in this job description are important, but we encourage you to apply if you possess a majority of them. No one ever meets 100% of the qualifications. Candidates from communities that have been marginalized and underrepresented in the Jewish professional world are particularly encouraged to apply.

#### **Benefits include:**

- 100% health insurance coverage for employees, and the ability to purchase additional plans for spouses and families, as well as access to FSA and DCFSA plans.
- Vacation time, beginning with 2 weeks and up to 4 weeks by your fourth year on staff, with the ability to roll over up to 5 vacation days per year.
- 4 personal days and 12 sick days, with the ability to roll over up to 5 sick days per year.
- 7 federal holidays off, 5 floating holidays, all Jewish holidays plus 3:00pm office closure on Erev Yom Tov.
- Flexible Shabbat policies.
- 12 weeks paid parental leave, beginning after 3 months of employment.
- Fully covered short-term disability and life insurance.
- Ability to contribute to a retirement account.

### **Location & Hours**

This position is available to candidates in the Boston area, and those willing to move to Boston. It entails certain on-site responsibilities.

Mayyim Hayyim is not able to sponsor work visas at this time. This role will be considered part of the Boston-based staff and participate in our hybrid work model where local staff are currently working on-site at least 3 days per week (including Thursdays), with additional days as needed according to the role. Staff offices are up 1-2 flights of stairs.

## HOW TO APPLY

**By April 2<sup>nd</sup>**, please submit a cover letter and resume to [ceosearch@mayyimhayyim.org](mailto:ceosearch@mayyimhayyim.org) with your name and “Mayyim Hayyim CEO” in the subject line. Once the application deadline passes, our selection committee will review all completed applications. At that point, you will be notified if you are advancing in the process. The ideal start date for this position is the **end of May**.

## OUR COMMITMENT TO DEI

Mayyim Hayyim is committed to the long-term work of identifying and addressing the ways systemic racism and racial bias impacts our work. As part of our [strategic plan](#), Mayyim Hayyim seeks to become a more diverse and equitable organization through deep, authentic, and integrated engagement with diversity, equity, and inclusion. We commit to embedding a racial equity and justice lens into our leadership and staff structure, hiring practices, organizational policies, communications, and program content.