

1000 Members

EXECUTIVE DIRECTOR

The Executive Director works in partnership with clergy, professional staff, and lay leaders in building and managing the human, financial and facilities resources of the Congregation. The Director is responsible for the overall management of the congregation's administrative and financial affairs, including supervisory responsibility for all administrative, accounting, maintenance and outside contracted personnel. The Director provides support for long-term financial planning and for fundraising, including, as needed, support for: annual giving, endowment/capital campaigns and fundraising campaigns.

The Director is a member of the professional team, works under the supervision of the Senior Rabbi and the President of the congregation, is accountable to the Board of Directors, and interacts with appropriate committee chairs who oversee this position's major areas of responsibility.

The Director ensures that the policies and directions of the Board of Directors and its committees regarding the congregation's finances, facility use, maintenance and security, membership, dues and office administration are implemented effectively.

PRINCIPLE RESPONSIBILITIES

1. Administration

The Director will consult with, and report to, in conjunction with the Senior Rabbi, the President in regards to major office policy, key organizational issues, and changes in key personnel.

1.1 Human Resources

Prepare job descriptions; recruit, train, supervise, motivate, evaluate and terminate (when necessary) all office and maintenance staff; manage employee benefit programs; see that personnel records are maintained.

Motivate by example the office and maintenance staff. Offer emotional support when needed. Be specific and clarify with them what is the most important part of their work.

There are times when deadlines are crucial. The Director works along with staff in any way to complete the task.

1.2 Technology and Equipment

Ensure that the computer and telephone systems are maintained; upgrade software and hardware as necessary to handle calendar, e-mail, AR, AP, payroll, membership records and members dues/school accounts. In consultation with Finance Committee, purchase/lease major office equipment.

1.3 Board, Congregation and Committee Meetings

Prepare for and attend Board of Directors meetings, annual and special meetings of the congregation, and other appropriate committee meetings (e.g., Finance, Dues, Membership).

Director meets with the chairs of the committees that Director staffs before the meeting to help in preparing an agenda; works along with the chair and committee members to create programs, prepare budgets, work out details for building use, order food (if necessary), and most importantly offers assistance and suggestions for choosing members with appropriate expertise to serve on committee. Knowing members and their abilities is one of the most important parts of this position.

Committees the Director can staff:

1. *Officers and Board*
2. *Finance*
3. *Budget*
4. *Membership*
5. *Mitzvah Day*
6. *Annual Mitzvah*
7. *Anniversary*
8. *Building*
9. *Membership Directory*
10. *Capital Campaign*

1.4 Orientation

Assist in the orientation of new Board and committee members to facilitate their becoming meaningful participants and volunteers.

Meet with new board to assist them in choosing how they can become more involved in the congregation and explain any areas that need further clarification.

1.5 Bulletin

Publication of the bulletin in an effective and timely manner.

Besides what is stated, making sure nothing is missing from the bulletin; that articles from staff and lay leaders arrive in a timely manner, that information is current and correct, that it is proofed, and that it is out to members by the beginning day of each month.

2. **Financial**

The Director will consult with and report to the Treasurer concerning financial issues, analysis and planning.

2.1 Accounting Operations

Supervise accounting personnel with day-to-day operation of the congregation's finances, including cash management, AR and AP, and payroll. Responsible for preparation of various tax reports and MUM dues report. Review on a regular basis all financial policies of the congregation and present necessary proposals for change to the Treasurer.

2.2 Outside Professional Relationships

Interact with congregation's CPA regarding preparation, review and analysis of financial statements, IRS receipts and special reports; with insurance brokers regarding changes/renewals of policies (with stock and investment brokers regarding stock donations and status of long-term investments; and with bank managers regarding congregation's accounts).

2.3 Budgets

Prepare the initial operating budget draft for the Treasurer and Finance Committee; consult regarding estimating dues collections; prepare the budget draft; review, analyze and report on a regular basis any variances from the approved budget.

Prepare the majority of the budget worksheets for the committee.

2.4 Fund Raising

- a. Develop and administratively supports present and future fundraising and entrepreneurial opportunities.
- b. Provide Senior Rabbi and lay leadership with administrative support for the major annual fundraising event(s) that are undertaken by the congregation.
- c. *Work very closely with chair on creating, implementing, organizing fundraisers. Involve as many members as possible to build spirit and have a successful event.*

3. **Facilities**

The Director will consult with, and report to, the House Chair regarding the use, maintenance and security of the facility and grounds.

3.1 Facility Use

Recommend and implement policies and guidelines for facility use involving life cycle events, member (and non-member) use policies, catering, and security requirements. Oversee master calendar events to avoid conflicts or omissions. ***Daily check on activities in building to avoid conflict and to be prepared for each program. Oversee the security of the building at all events as well as during times when it is closed. Make sure that there is traffic control in the parking lot at all events.***

3.2 Maintenance

Provide direction to custodial staff to ensure that the furnishings, buildings and grounds are kept in good repair. Budget and anticipate major maintenance and repairs.

This is an area that needs constant supervision and scrutinizing. Overseeing the working schedules, checking the maintenance staff's work, and soothing feelings are only a few of the responsibilities in this area.

4. High Holy Days/Shabbat/Special Events/Religious School

4.1 The Director will work with the High Holy Day Committee, in consultation with the Senior Rabbi, to coordinate all logistical aspects of High Holy Day services including facility use, parking and security arrangements. The Director is responsible for the preparation of HHD packets, tickets and publicity.

4.2 Attend weekly Erev Shabbat services and Oneg Shabbat and specific Saturday services (e.g., Adult B'nai Mitzvah, B'nai Mitzvah, weddings)

4.3 Plan and prepare program and mailing, work out logistics for all special events (examples: Rabbis' anniversaries, annual meeting, welcoming new clergy)

4.4 Assist the Educational Director, Early Childhood Director in every way to insure the best program possible. Work each Sunday when religious school is in session.

5. Membership and Dues

The Director provides background support and data to the Membership Chair. The Director will oversee all aspects of the reduced dues process.

5.1 Membership Procedures

Ensure that procedures for welcoming, enrolling and providing information concerning the congregation's program and policies to prospective, new, and continuing members are followed; maintain accurate membership records.

5.2 Dues, School and Other Fees

Oversee procedures and systems for dues and fees billed, collected and outstanding; communicate with congregants regarding financial commitments with sensitivity and discretion. ***Prepare reduced dues forms, meet all new members requiring reduced dues, decide which reduced dues members need to reapply for relief and which members need not apply again.***

5.3 Collections

On a monthly basis, communicate by mail or phone to those members who owe dues, fees, prior dues. Do this in a strong but sensitive way.

6. Community Relations

- Promote a constructive image of the synagogue at all times.

- Participate actively in the life of the congregation, thereby showing an involved, visible face to the congregation.
- Act as a liaison to other Jewish organizations and to the secular community in regard to synagogue activities, media relationships and neighbor relations.
- Participate in local executive director organization and NATA.
- ***Whenever in public, the Director must be prepared to be recognized and to receive information that may often be important to the clergy as well as the lay leaders of the congregation.***

Qualifications for Executive Director:

- Strong knowledge and excellent judgment in financial and accounting matters, including financial planning and budgeting, accounting systems and controls, financial reporting and analysis.
- Demonstrated success in managing, motivating and developing office and maintenance staff.
- Experience in facility administration, outside contracting for services, and negotiations with vendors, contractors and governmental agencies.
- Knowledge of how computer, telephone and other major office systems operate.
- 5 years experience managing the business/financial affairs of an organization with an annual operating budget of at least \$1 million.
- Experience with volunteer activities.
- Understanding of Jewish rituals, customs, holidays and congregational relationships.
- Self initiator with strong interpersonal skills, including the ability to communicate well (both orally and in writing); ability to manage multiple priorities and responsibilities.
- Enthusiastic, organized, highly motivated, responsible, courteous, discreet, flexible and creative. Has a sense of humor.

Added comments:

- ***Ability to constantly and gently prod clergy, professionals and lay people to meet important deadlines....and succeed.***
- ***Constantly think of ways to enhance the perception of Beth Emet.***
- ***Always keep the clergy, professionals and lay people informed of any potential problems or opportunities.***
- ***In the period of a week, the many changes that occur are part of the Director's responsibility. Special programs require security and traffic help. This is organized by the Director as well as any room set-ups. An example would be a membership dinner for 200 members. Kitchen help must be hired and the dinner menu must be coordinated. Room set-ups then have to be changed for the next day's program.***