

1000 members

4/25/04

TEMPLE X POSITION DESCRIPTION

Executive Director

The Executive Director's job is to manage and oversee financial, building, administrative and security operations of the Temple in an effective and efficient manner consistent with the values of Temple X and Reform Judaism. He or she reports to the Board of Trustees through the President and works closely with relevant committees of the Board. The Senior Rabbi serves as his or her day-to-day supervisor. As a member of the senior staff, the Executive Director participates in all aspects of Temple life and policy making.

The Executive Director is expected to delegate some of tasks outlined below and to provide appropriate supervision. His or her responsibilities include:

(1) Financial

- a) assisting the Budget Committee with the development and implementation of the annual budget
- b) monitoring expenditures and revenues, providing timely information regarding budgeted versus actual expenditures and revenues to the Finance Committee, and, when necessary, recommending corrective action to that committee
- c) monitoring all capital expenditures, and assuring that they are made in accordance with Temple policies and budgets
- d) assuring that financial staff maintains up-to-date and accurate books and records, pays bills in an orderly and timely fashion, implements adequate internal controls, pays all taxes and invests funds in accordance with Temple policies
- d) arranging an annual audit or review of the Temple's books and records and, in consultation with the Board and relevant committees, implementing external accountants' recommendations
- e) supporting financial committees

(2) Human Resources

- a) hiring, supervising, evaluating, and terminating all Temple employees, other than Senior Staff and those employees reporting to directors of the Nursery School and Religious School
- b) maintaining personnel policies, assuring that actions taken by the Temple are in accordance with such policies and consistent with Jewish values
- c) monitoring, and making recommendations for changes to employee benefit plans to ensure they are equitable, competitive and managed in a cost effective manner
- d) ensuring that required filings to regulatory bodies are made on a timely basis

(3) Facility

- a) assuring that the building, grounds and information technology-telecommunications infrastructure are maintained appropriately
- b) supervising the building maintenance supervisor and staff and ensuring that the building is properly set up for scheduled activities
- c) purchasing fixtures and equipment and managing relations with vendors
- d) overseeing rental of Temple facilities
- e) making recommendations about capital expenditure priorities to relevant committees and the Board
- f) supporting the Building Operations Committee

(4) Administration

- a) managing the front office to assure its efficient, friendly and effective operation and fostering communication among administrative employees
- b) developing and encouraging, in cooperation with others on the Senior Staff, Temple volunteers to maximize their effectiveness and respects their desire to participate in Temple life
- c) assuring timely, meaningful communication of Temple activities and issues to members and the broader community through mailings, the newsletter, email, the web site, the Temple directory and the media in cooperation with the relevant committees.
- d) providing logistical support to the Religious School and Nursery School
- e) maintaining an accurate calendar of Temple services, programs and use of its facilities
- f) overseeing, in cooperation with the relevant committee, the library and its staff
- g) serving as the primary contact with the Union for Reform Judaism on MUM dues
- h) overseeing membership recruitment and retention and maintaining the membership database
- i) serving as the point of contact for administrative, financial and calendar planning with Sisterhood, Brotherhood, Daytimers, Kallahs
- j) supporting relevant committees, including the Administration, Communications, and Library committees

(5) Ritual

- a) assuring that the Temple facility is appropriately set up for all religious services
- b) supporting clergy as needed in their responsibilities
- c) assuring that service booklets are prepared in an accurate and timely manner
- d) planning and directing the logistics of High Holiday and other services in consultation with clergy and the Ritual Committee
- e) coordinating Bar and Bat Mitzvah dates and logistics
- f) serving as primary non-clergy contact for members planning life-cycle events and assuring their smooth execution

- g) serving as primary contact for and coordinator of funerals and serving as liaison with funeral homes and related institutions of the Jewish community.
- h) coordinating dinners and special events
- i) supporting, working with the clergy, the Ritual Committee

(6) Risk Management

- a) assuring, and making recommendations for improving, the security of the Temple building and grounds in consultation with the Security Committee
- b) ensuring that appropriate liability insurance (including directors and officers) and hazard insurance is maintained
- c) supporting the Security Committee

(7) Other duties assigned by the Senior Rabbi or the President