

POSITION DESCRIPTION

Title: Executive Director

Reports to: Senior Rabbi and Temple President

Responsibilities:

- The Executive Director ("ED") has primary responsibility for the day-to-day operations of the Temple's facilities, administrative staff, and for relations with Temple members and the larger community within which Temple X exists.
- The ED ensures that the environment or atmosphere of the Temple encourages a feeling of Jewish community and that all operations are conducted consistent with the values of Judaism.
- The ED ensures that the policies, budgets, and other directives of the Officers and Trustees of the congregation are implemented. To this end, the ED works closely with the clergy, the schools, program and youth staff, and volunteers, and coordinates their activities.

Authority:

The ED has direct supervisory authority over personnel involved in operation of the Temple office, the building and grounds, financial operations, and general service to other groups. Operating under policies and budgets approved by the Officers and Trustees, the ED may hire and fire personnel needed to fulfill the responsibilities and functions defined in this Position Description.

The ED advises, but does not directly supervise, members of the clergy or program directors nor any personnel who directly report to such persons. The ED's advice will generally be binding on matters of conflicting schedules, staffing levels, personnel practices and financial matters.

Functions:

There are four general areas in which the ED has responsibility and authority:

Community
Administration
Finances
Facilities

The Executive Director is responsible for assuring the performance of the tasks listed below either personally or through other staff:

Community:

- Member Relations
- Interface with Board of Trustees and committees for information, resources, support and implementation of policy.
- B'nai Mitzvah scheduling, facilities usage and family support.
- Community and Public Relations - outreach to town(s) and the larger Jewish community.
- Communication - establish and maintain effective communication processes throughout the Temple community.
- Marketing - provide a means to market the Temple externally.
- Maintain affiliation with professional organizations. E.g. NATA, NATE
- Model and communicate Jewish values.

Administration:

- Personnel--select, train and supervise the administrative, clerical and maintenance personnel. Establish personnel procedures and standards for members of the staff, subject to Board approval. Develop and maintain a personnel manual. Review and maintain insurance policies for all Temple staff.
- Office - Supervise day-to-day operation of the Temple office in all its responsibilities. Implement office policies and procedures and recommend revisions when necessary. Establish and review all health, safety and security procedures to insure a safe and secure environment for all staff. Oversee the application of technology, including telephones, computers, copiers and other equipment, help to research the purchase when necessary and supervise and assist in installing such devices. Coordinate and supervise all mailings to membership from all departments. Develop and maintain a calendar of synagogue events and coordinate the scheduling of all meetings and other events (with the Program Director).
- Maintain all Temple membership records.
- Primary source of information, support and resources to clergy and other Temple professionals.
- Coordinate efforts of all parts of the Temple community: clergy, schools, youth and program staff, volunteers.

Finance:

Establish and supervise all aspects of the financial system of Temple X including the areas listed below:

- Payables - Approve all expenditures prior to commitment, verifying availability of necessary funding. Communicate with vendors as required. Oversee the payables processing in a timely fashion. Review all ongoing contracts and initiate new contracts as required with approval from the President of the Board.

- Receivables - Establish and implement the dues policies. Monitor the billing and collection of dues, contributions, etc. Approve billing adjustments as required. Review the scheduling of receivables.
- Reporting - Provide timely and accurate reports as required by the budget committee, Board of Trustees and government agencies.
- Budgeting - Facilitate and manage the budget, both short and long term.
- Cash Flow - Review short-term cash needs on a regular basis. Develop and maintain funding resources, negotiating terms as needed. Develop and review long-term cash needs on a regular basis.
- Control - Establish and maintain secure financial systems, monitoring the cash receipts process. Review and monitor processes with committees. Monitor spending levels.
- Fund Raising - Support the Board in fund raising efforts.

Facilities:

Responsible for the organization, cleanliness, repair, capital improvements, capital projects, maintenance and safety of the building, the grounds and the Temple cemetery. Supervise the building custodial and maintenance staff. Work to insure that the property adheres to all local, county, state and federal laws and codes. Maintain proper insurance on property, reviewing on an annual basis. Establish and maintain an accurate inventory of equipment and supplies and arrange for a schedule of preventive maintenance, capital repairs and equipment replacement. Make recommendations to the Board of Trustees when extraordinary expenditures are required. Seek, negotiate and maintain all service contracts, reviewing on an annual basis.