

**1200 members
Congregation X
Job Description: Executive Position**



Position Summary

The Executive Director provides leadership to the Synagogue, is involved in every aspect of temple operations and manages all administration, programmatic, membership, facility and fundraising activities. As per the Congregation's By-Laws, the Executive Director "will perform such duties as will contribute to the efficient functioning of the Congregation as may be prescribed by the Board from time to time." Temple X employs a small staff of long-term and devoted employees. Although all members of the staff have assigned duties, many of the synagogue activities and projects are developed and managed by a team of staff, clergy and lay leaders. The Executive Director is an integral part of every team effort whose input ranges from advisory to full implementation. Informally, the Executive Director should maintain an open-door approach, actively advising and assisting the staff and lay leaders to achieve their goals. The Executive Director reports to the Board of Trustees.

The Executive Director's role overall is to:

- Provide leadership and direction and act as advisor to the Board of Trustees, keeping it informed of all aspects of the synagogue's operations including Membership, Finances, Facilities, Marketing/Public Relations and Program so that the Board has adequate information for carrying out its policy making responsibility;
- Provide opportunities for the members of the Board of Trustees to make a maximum contribution to the Synagogue as appropriate;
- Organize, support and coordinate (either alone or with other members of the staff and clergy) the work of the Board and its committees to assure fulfillment of the Board's established goals and responsibilities as they relate to all aspects of the synagogue.

Summary of Key Responsibilities:

The key responsibilities of the Executive Director fall into five areas, each with approximately equal importance. The major tasks and responsibilities of each area are outlined below, but this is intended to outline these areas and is not an exhaustive list:

I. Fiscal Management and Control

- Work with the Treasurer, professional staff and the Board in the development of sound short and long-term fiscal policies, plans and procedures; make Board aware of problems as they arise
- Oversee preparation, submit and implement the annual budget; monitor financial performance in relation to the budget; assist the Board in decision-making relevant to the budget and synagogue management
- Is responsible for the maintenance of an adequate system for proper accounting of funds in compliance with standard accounting procedures in coordination with the Treasurer and pursuant to the policies set by the Board of Trustees; work with outside auditors to review the synagogue's financial records as required.
- Oversee all bills and payments including confirming and signing checks and coding bills according to their associated budget lines; monitor bank and investment accounts;
- Oversee all purchases and contracts to ensure maximum benefit to the synagogue.

- Oversee all insurance coverage, premiums and related issues. Work with Insurance Committee to secure the best and most cost-effective coverage

II. Strategic Planning

- Keep abreast of trends arising within the congregation and Reform Judaism at large and keep the Board informed of such developments in conjunction with their affect on Temple programming, marketing and development planning
- Establish short and long term strategic development plans with Board input and approval; implement and monitor any established plans

III. Membership, Development and Fundraising

- Develop and implement strategies, in partnership with the Board, staff and clergy, for the whole "member experience" from the first contact with Sherith Israel to active participation and the integration of new members into the synagogue family;
- Function as primary contact person for potential and present members; handle phone inquiries, meet with prospective members and develop written information for membership; oversee membership database implementation
- Analyze membership data; develop and implement in partnership with lay-leaders and staff to develop and implement marketing plan(s) for the promotion of services, membership and programs;
- Work with the Dues Committee and other committees to develop policy and procedures for setting and collecting "fair share" dues; assure effective implementation of dues policies; maintain a systematic approach for adjustment of dues and fees in compliance with Board policy; arrange dues adjustments in consultation with the Dues Committee;
- Oversee all development, implementation, and tracking of all fundraising programs including special events, annual campaign, planned giving, mitzvah program and direct mail campaigns; ensure unified approach to such efforts
- Work with Board, staff and/or clergy to actively pursue new and existing resources of revenue;
- In conjunction with the Officers and the Board of Trustees, create and maintain a program of leadership development for the congregation;

IV. Programming

- Work with the staff and lay-leaders in development and implementation of relevant, interesting and innovative programming in all areas of congregational life
- Analyze and make programming recommendations regarding the viability of current programming including staffing, budget and logistic considerations.

V. Administration and Management

- Responsible for recruiting, employing, terminating and supervising the bookkeeping staff, the executive assistant, general office personnel, Membership Director, Life Cycle and Program Coordinator and any other positions that the Board deems appropriate. Serves in an advisory capacity on search committees formed to recruit and employ members of the clergy and other professional and/or support positions;

- Assure the maintenance of adequate personnel records including the tracking of vacation, sick leave and other various leaves of absence as defined by employment contracts or the Congregation's Employee Handbook. Manages Human Resources in compliance with all Health and Safety and Labor Laws and the Congregation's Employee Handbook;
- Explore on a periodic basis, appropriate employee benefit plans and Human Resources procedures for Temple staff
- In general, coordinate the staffing and work of the temple;
- Interface on a regular basis with the staff and Board of Director of the Hills of Eternity Cemetery; provide assistance when issues arise.
- In conjunction with appropriate Board members and committees, develop and implement short and long-range facilities renovation, improvement and maintenance plans;
- Work with staff and lay leaders to provide and maintain adequate and appropriate physical facilities, equipment, supplies, and equipment; review and selection of new equipment, as provided within the budget
- Liase with lay leaders, staff and clergy in order to plan for and/or implement best use of Temple owned facilities; oversee and manage any rented property of the Temple (except for cemetery)
- Oversee High Holy Day Ticketing System
- Oversee development and review all flyers, brochures and other written materials before they are printed and distributed; approve paid advertising;