

1300 members

TEMPLE X

Job Description / Executive Director

THE CONGREGATION:

Temple X is the area's largest Reform Jewish Congregation with a membership of over 1300 family units. It has two campuses. The Seattle campus houses the congregation administrative offices, main sanctuary, Sid Jaffe Social Hall and religion school. The X Campus is located.... The Y Campus is locatedand houses the congregation religion school administrative offices, religion school, Preschool, sanctuary and xx Family Social Hall. The Congregational Cemetery is identified as the "xxx" and is located on....

REQUIRED SKILLS:

The Executive Director must have excellent skills in interpersonal communication to facilitate working with a large Reform Congregation spanning all ages; a solid foundation in fiscal and facilities management; managing/mentoring mid-level personnel and team building; experience in fundraising, development and entrepreneurial projects. Personal attributes include ability to foster community within a divergent congregation; work as a team player with clergy and lay leadership, "multi-tasker;" diplomatic and able to communicate with diverse populations. The Executive Director need not be Jewish, but must have strong knowledge about the Jewish religion and culture.

GENERAL DESCRIPTION:

This professional staff member's responsibility is to supervise the managers of the four departments identified as the Finance Department, Facilities & Cemetery Department, Member Services Department and Operations Department on the TEMPLE X organizational chart (see attached) to the goals established on an annual basis as set in a joint meeting between Executive Committee, Executive Director and Managers before the commencement of each fiscal year. This individual shall interact with officers of the Executive Committee, the various committee chairs of Board Committees and ultimately report to the Board of Directors of the Congregation. The Executive Director shall work in collaboration with the Senior Rabbi, and lay leadership to carry out the mission of TEMPLE X.

REPORTING AUTHORITY:

The Executive Director reports to the Board of Trustees. The Executive Director shall cooperate with the Senior Rabbi, professional staff and lay leadership to meet and attain established goals of the congregation.

SALARY AND BENEFITS:

Benefits include Medical, Dental, Short Term Disability and Term Life, and a Temple-paid Retirement contribution into a designated Retirement Plan. Vacation and sick leave is provided. This is an exempt professional staff position.

WORK HOURS & CONDITIONS:

The office of the Executive Director is located on the Seattle campus of Temple X. Designated Parking in the staff lot is provided. Office hours are Monday through Friday 8:00 AM – 5:00 PM and other times as normal and customary for an Executive Director at a Temple of 1,400+ member units. Attendance at Friday evening and/or Saturday morning services, life cycle events, holiday services and special programs/events is encouraged. Travel is required between campuses and occasional off-site meetings. Air travel occasionally required for attendance at NATA and UAHC training programs, and other conferences both as a presenter and as an attendee.

Temple X
Executive Director

Reports to: Board of Trustees

Hours: M – F 8:00 AM – 5:00 PM
and other times as normal and customary for an
Executive Director at a Temple of 1,400+ member units

Primary responsibility is to supervise the managers of the four departments identified as the Finance Department, Facilities and Cemetery Department, Members Services Department and the Operations Department on the TEMPLE X organizational chart (a copy of which is attached) to the goals as set in a joint meeting between Executive Committee, Executive Director and Managers.

I. Financial Responsibilities

- A. Sound fiscal management in day-to-day operations.
 - 1. Controls expenditures within the overall constraints of the approved budget.
 - 2. Regularly reports financial conditions to the Treasurer.
 - 3. Supervises Director of Finance, sets appropriate goals and mentors to completion of goals to accomplish the following:
 - a. Prepares the annual budget, with appropriate input from others, for review by the Finance Committee and approval by the Board.
 - b. Insure an effective annual audit.
 - c. Assures all departments have timely expense reporting, thereby allowing them to manage their respective cost centers.
 - d. Assures General Accepted Accounting Practices (GAAP) is followed and each month's books are closed and final monthly report provided to the Treasurer, Finance Committee and Board of Trustees during their respective meetings the following month.
 - e. Assures payments are made to vendors in a timely manner.
 - f. Assures payroll is processed according to schedule and all tax payments are made timely.
 - g. Assures all Federal and State tax reports are made on time.
 - h. Assures daily deposits are made and credit card transactions processed at least once a week.
 - i. Assures the Finance department is fully staffed with competent team members and all are appropriately trained and supervised.
- B. Provides quarterly financial information and recommendations to the appropriate Board committee on the status of annual contributions.
 - 1. Other than communicating to the Senior Rabbi and President of the congregation, maintains confidentiality on members who are experiencing financial difficulties
 - 2. Develops a system to systematically review and update annual contribution levels.
 - 3. Evaluates in writing the Finance Department on a semi-annual schedule, and issues said evaluation to the Executive Committee.
- C. Acts as liaison with capital campaign subcommittee of finance committee to track and report of capital campaign income actual versus budget and projections.

II. Administrative/Operations Responsibilities

- A. Facilitates short and long-term planning efforts of appropriate committees with committee chairperson(s).
- B. Supervises the Operations Manager, sets appropriate goals and mentors to completion of goals to accomplish the following:
 - 1. Assures all visitors and callers to both campuses are greeted appropriately and directed to the right person and or place.
 - 2. Assures that when donations are received, acknowledgment notices are sent and coded properly.
 - 3. Development and maintenance of a central calendaring process for all events held on TEMPLE X campuses and related to TEMPLE X.
 - 4. All events using TEMPLE X facilities are booked properly and all departments are informed and coordinated.
 - 5. Appropriate security coverage is present at all events, services, during religion school and at JRM.
 - 6. Foods for ones and prenegs are ordered and plated in advance.
 - 7. Support of lay leadership, Board, committees and auxiliaries.
 - 8. Administrative support to JRM.
 - 9. Operations department is fully staff with competent team members and all are appropriately trained and supervised.
 - 10. Responsible for the continued effectiveness of computer and telephone capabilities throughout the temple to include: on-going staff training, efficient use of networking capabilities, ready retrieval of demographic information, efficient billing system, internal financial information.
 - 11. Evaluates in writing the Operations Department on a semi-annual schedule, and issues said evaluation to the Executive Committee.

III. Facilities

- A. Supervise the Facilities Manager, set appropriate goals and mentor to completion of goals to accomplish the following:
 - 1. Efficient and appropriate operation of the cemetery.
 - 2. Eastside and Seattle campuses are maintained in a safe, clean and attractive condition and that all equipment is operated in an efficient and effective manner.
 - 3. Assure necessary physical arrangements to facilitate the religious, spiritual and educational programs of the congregation are provided in a timely and appropriate manner.
 - 4. On-going support of the homeless shelter and its volunteers.
 - 5. Facilities, maintenance and cemetery departments are fully staffed with competent team members and all are appropriately trained and supervised.
 - 6. Emergency Evacuation Plan is published and updated as needed.
 - 7. Evaluates in writing the Facilities Department on a semi-annual schedule, and issues said evaluation to the Executive Committee.

IV. Member Services/Communications Responsibilities

- A. Supervise the Director of Member Services, set appropriate goals and mentor to completion of goals to accomplish the following:
 - 1. Collaborates with the Senior Rabbi to assure appropriate interaction in the development and implementation of programs to serve the needs of the congregation.
 - 2. Implementation of Membership, Retention and Outreach activities:
 - a. Develops and implements programs to identify and seek out the unaffiliated in the community to make them aware of the programs and services of TEMPLE X.
 - b. Develops programs and activities to maximize retention of members.
 - c. Assures that membership inquiries are answered with positive and helpful information about TEMPLE X.
 - d. Follows up and cultivates inquiries toward a positive membership outcome.
 - e. Assists new members in arriving at voluntary contribution levels for their first year and plans for two more years to reach Yesod level consistent with their means.
 - f. Works with Membership committee in developing programs to welcome new members to TEMPLE X.
 - 3. Responsible for maintaining a positive communications network through:
 - a. Publication of the Tidings in an effective and timely manner
 - b. Publication of the mid-month Tidings in an effective and timely manner
 - c. The effective use of external media for public image of TEMPLE X
 - d. Production and distribution of all other informational materials as needed to support TEMPLE X goals
 - e. Production of weekly service programs
 - f. Production of B'nai Mitzvah programs
 - 4. Evaluates in writing the Member Services Department on a semi-annual schedule, and issues said evaluation to the Executive Committee.

V. Fundraising/Development/Entrepreneurial Responsibilities

- A. Annually develops plans and strategies for following year fundraising and entrepreneurial opportunities in conjunction with the development committee with target goals set forth by the development committee.
- B. Provides Senior Rabbi and lay leadership with administrative support for the major annual fundraising event(s) that are undertaken by the congregation (Operations department to provide hands-on support as directed).
- C. Staff liaison to build development strategy and implementation of said strategy by development committee; tracks and monitors actual results versus budget to assure financial goals are achieved.
- D. Act as liaison with a designated subcommittee of the development committee regarding a planned giving strategy and execution plan.
- E. Act as liaison for future capital campaign subcommittee of development committee to build strategy and execution plans to retire debt when determined appropriate by the Board and Executive Committee.

VI. Congregational/Community Relations

- A. Regularly attends and interacts with current and prospective members at Shabbat services, important congregational holidays and life cycle events.
- B. Participates in outside activities in the Jewish and general community in a manner that is positive to TEMPLE X.

VII. Personnel

- A. Direct supervision of Director of Finance, Director of Member Services, Facilities Manager and Operations Manager.
- B. Assure direct report positions are fully staffed with competent team members and all are appropriately trained and supervised.
- C. Sets goals with direct reports and mentors to assure goals are met.
- D. Final approval of all hiring, disciplinary actions, terminations and salary issues for Finance, Member Services, Facilities and Operations staff.

VIII. Board of Trustees

- A. Provides accurate and complete information relative to subjects requiring Board consideration.
- B. Assist in orientation of new Board and committee members to facilitate their becoming meaningful participants and volunteers.

X. Security

- A. Collaborates with law enforcement agencies to assure that Temple's Facilities and membership is as safe as is reasonable.
- B. Maintains a security related communication network with other Jewish professionals, agencies and organizations.

XI. Relationships with Vendors, Tenants, and Partners

- A. Monitors and implements contracts, agreements, professional and business relationships with tenants, contractors, banks and general business contacts.