

950 members

## **Executive Director Roles and Responsibilities**

**Reports to:** President of the Board of Directors

**Works in collaboration with:** The Board of Directors, Clergy, Committee Chairpersons, Subcommittees and in consultation as necessary with other Temple groups

**Supervises:** Kehillah Coordinator, Communications Assistant, Administrative Assistants, Bookkeeper, Custodians, Kitchen Staff, Religious School Principal (in partnership with Cantor Serkin-Poole) and other contract workers as necessary

**Summary:** The Executive Director (ED) of Temple X is part of the leadership team that includes the Clergy and Board of Directors. The ED is responsible for insuring the smooth day-to-day functioning of the synagogue. The ED assists the Temple's lay leadership in the development, implementation, and analysis of all policies and programs of the Temple. The ED oversees the development, monitoring, and evaluation of the annual operating and capital budgets. The ED works in partnership with the Clergy, Beit Midrash, Beit Tefillah, Beit Knesset and Programming Staff to meet the spiritual, educational, and community-building needs of the congregation in ways that effectively implement the Temple's Vision and Precepts.

### **Duties and Responsibilities (not in order of priority):**

1. **Administration of the Temple**
  - a. **Human Resources/Personnel**
    - i. Hire, train, supervise and evaluate all administrative, program and facilities personnel.
    - ii. Develop job descriptions, salary scales, and benefits packages for all personnel.
    - iii. Establish personnel procedures as necessary.
    - iv. Terminate employees as necessary.
    - v. Identify training needs and create appropriate opportunities for advanced learning and team-building within the Temple staff.
    - vi. Work in collaboration with all Staff to ensure that their administrative, program, and facilities needs are met.
  - b. **Office Management**
    - i. Be responsible for the day-to-day operations of the Temple Xoffice, including the establishment and maintenance of regular office hours.
    - ii. Review, revise, and supervise Temple procedures, including scheduling, facilities rental, supply purchasing, etc. as necessary.
    - iii. Manage requests for use of facilities and scheduling and communicate to all parties involved.
    - iv. Ensure that the public face of Temple X– in the form of its office and facilities – is always friendly and welcoming to members and visitors.
  - c. **Facilities and Equipment**
    - i. Responsible for the security, maintenance, cleanliness, and timely repair of all Temple properties including religious ritual items and fine arts.
    - ii. Recommend to the President and Board of Directors when unexpected or extraordinary expenditures are needed for effective property maintenance or management.

**d. Financial Management**

- i. In coordination with the Treasurer and the Finance Committee, develop annual budget proposals for both operating and capital budgets.
- ii. Monitor the expenses and income of the congregation and make recommendations for policy and procedural changes as needed.
- iii. Work with the Temple's accounting firm to prepare accurate balance statements and to carry out an annual review of Temple's finances.
- iv. Work with Board committees and Auxiliaries to develop budget requests as necessary.
- v. Recommend and implement changes in Temple's Annual Membership Pledge policies.
- vi. Monitor Temple Insurance policies and update and amend as needed.
- vii. Maintain relationships with Temple's financial institutions.

**e. Fundraising**

- i. Work in collaboration and offer staff support to fund-raising efforts.
- ii. Assist in the identification, cultivation, recognition and solicitation of major givers.
- iii. As needed, assist in the creation of new avenues for fund-raising, including new types of appeals, grants, or events.

**2. Support and Partnership with Lay Leadership**

**a. Board of Directors**

- i. Serve as a resource person and provide input/guidance to Lay Leadership – President, Executive Committee, Board of Directors, Committees, Auxiliaries, etc.
- ii. Ensure that all Board members and committee chairpersons are informed of upcoming meetings, events, services, or activities.
- iii. Work with the President to plan and coordinate leadership training and development opportunities for Board members and other lay leaders.
- iv. Provide up-to-date reports as needed to the Board on staff issues, program developments or other important matters.
- v. Provide Staff Support to the following Board Committees: Administration, Executive, Capital Projects, Nominating, and Finance and to the following subcommittees: Human Resources, Financial Stability, Investment, Art, Security and such others as may be necessary.

**b. Leadership Development**

- i. Provide Staff Support to the Leadership Development Task Force and to ongoing Leadership Development Training Efforts.
- ii. In concert with the Kehillah Coordinator, Clergy and Religious School Principal, identify key volunteers as potential leaders and determine appropriate training opportunities for them.

**3. Membership Support**

**a. Communications**

- i. Provide expertise in the development of messages that appropriately reflect the vision and goals of the Temple.
- ii. Create, write, and edit D'varim and other publications, as the Board of Directors or committees deem necessary.
- iii. Review and approve all printed materials, publications, flyers, postcards or other written information including mass email that is sent by the Temple to Temple members or to the general public.
- iv. Oversee development and review contents of Temple Website and the relationship with Professional Website Company.
- v. Approve all advertisements placed on behalf of the Temple or Temple-related projects.

- b. Community Building - Membership Growth and Development**
    - i. Supervise the development and implementation of strategies by the Kehillah Coordinator for the recruitment of new members and the retention of existing members.
    - ii. Oversee, with the Kehillah Coordinator and appropriate committees, new programs to build the membership's sense of community and involvement in Temple life.
    - iii. Welcome and interview all prospective new member families and set Annual Membership Pledge and Building Pledge commitments with each family.
    - iv. Offer support, advice, consolation, and guidance to Temple members who seek it, who call with financial or family issues, who express dissatisfaction with any aspect of Temple X, or who have personal issues and need an understanding ear.
  
- 4. Long Range Planning**
  - a. Capital Projects Development and Oversight in collaboration with the Capital Projects Committee**
    - i. As needed, provide staff support for any new construction or renovation projects.
    - ii. Serve as a liaison to the professional staff of the Jewish Day School in matters of building, renovation, and capital development.
  - b. Vision Development and Implementation**
    - i. With Board leaders, plan short-term and long-range strategies for Congregational growth and enhancement.
    - ii. Staff ad hoc or ongoing Board efforts to develop, communicate, and implement long-range visions and strategies for the Temple.
  
- 5. Miscellaneous**
  - a. Community and Professional Leadership**
    - i. Represent Temple X in the local community and in the national realm. Promote and foster relationships with community members and colleagues in the region and across the country.
  - b. Such other Responsibilities**
    - i. Carry out such other duties as are necessary for the smooth and effective functioning of the Temple and/or have been assigned by the Board of Directors.