

## **Position Description Executive Director**

### **Overall Responsibilities**

The Executive Director reports to the Senior Rabbi and the Board of Trustees and is responsible for the overall management and day-to-day operations of the synagogue. These responsibilities include congregational relations, serving the needs of the membership to ensure that relations are handled in an appropriate manner ethically, morally, and ritually within the context of Reform Judaism. Additionally, the Executive Director is an active member of the senior staff team, responsible for human resource management, financial management, facilities management, cemetery management as well as other duties that may be assigned by the Board of Trustees.

### **Specific Duties and Responsibilities**

#### **Personnel**

- Supervise all administrative, clerical, maintenance, and any other non-clergy staff in accordance with established policies.
- Work with the Personnel Committee and Executive Board in establishing, reviewing, and updating personnel procedures, standards, and employee benefits.
- Develop, implement, and maintain appropriate processes and systems for efficient administration of the office and congregation.
- Assure compliance with all state and federal employment guidelines and requirements.
- Assure that proper procedures, accompanied with documentation, are followed in the hiring, discipline, and termination of any employee. Provide for proper maintenance of personnel files.

#### **Fiscal**

- Supervise and oversee all accounting office staff, and the outside accounting agency.
- Manage the Temple's operational budget along with the department heads, treasurer, and Budget Committee.
- Oversee timely issuance of regular financial reports to department heads and the appropriate Board committees.
- Assure compliance with all federal, state, and local tax reporting requirements.
- Assist committee chairs of Finance, Fundraising, Endowment, Rainbow Campaign, and all other appropriate committees as determined by the Board.
- Review financial components of all special events and programs.
- Oversee the cost-effective purchase, use and maintenance of all office equipment and systems.
- Evaluate, purchase, install, and maintain information systems consistent with the emerging needs of the Congregation.
- Approve contractual agreements with outside vendors, contractors, consultants, and other providers of services.
- Implement Board decisions regarding management of synagogue assets.
- Prepare MUM financial report to the UAHC.

### **Membership**

- Assure maintenance of accurate membership records.
- Provide information to prospective members.
- Provide sensitive assistance to members seeking dues relief where financial hardship truly exists.
- Foster membership retention.
- Resolve delinquent member accounts and ensure timely collections.
- Provide monthly membership report to the Board.
- Serve as a resource to the Membership Committee.
- Provide effective conflict resolution.

### **Program and Facilities Coordination**

- Assure coordination and scheduling in a master calendar of activities, programs, schools, affiliates, groups, services, and community organizations to maximize efficiency and avoid conflicts.
- Responsible for the maintenance and improvement of synagogue facilities.
- Responsible for the maintenance and upgrade of synagogue equipment and assets.
- Provide assistance in program development and implementation.
- Help plan and be present at all major synagogue functions.
- Assure maintenance, cleanliness, readiness, security, and safety of the physical facilities.
- Advise the Board on matters effecting implementation of current plans and on long-range needs.

### **Communications**

- Oversee all printed material that is mailed under the synagogue's name.
- Coordinate and plan with Public Relations director all public relations releases and advertising.

### **Religious Services and High Holy Days**

- Assure proper organization and readiness for all religious services and holy day observances.
- Oversee all administrative aspects of the High Holy Days including, but not limited to, membership data, verification of eligibility to receive tickets, publicity, ticket distribution and sales, memorial book, ushers, security, and all logistics at the Community Service and off-site family service venues.

### **Cemetery Management**

- Responsible for the sale and maintenance of plots, including the inventory of available plots.
- Coordinates with \_\_\_\_\_ Memorial Park for funerals; keeps updated contracts on plot sales, pre-need inquiries, etc.
- Maintains an emergency line for both congregants and non-congregants in the case of a death.
- Provides appropriate sales material for plots. Answers questions; takes interested buyers on tour of grounds.

### **Administration and Miscellaneous**

- Provide assistance and support to the professional staff in the implementation of congregational and school programming.
- Assist the President and other applicable committee chairs in the development of monthly Board agendas, e.g., personnel, finance, etc.
- Provide staff support and assistance to committee chairs.
- Participate in meetings of the Board of Directors, Executive Committee, and appropriate committees.
- Assure Board and Congregational decisions are in compliance with Temple by-laws.
- Support and assist synagogue's fundraising development.
- Serve as a resource to all committees and auxiliaries.
- Provide for adequate insurance coverage in all areas including property, casualty, liability, and workers' compensation.
- Create and/or maintain policies and procedures manuals.
- Participate in the local Temple Administration Chapter and the National Association of Temple Administrators (NATA).
- All other duties as assigned.