

Large Congregation

SAMPLE JOB DESCRIPTION

SYNAGOGUE EXECUTIVE DIRECTOR

The Executive Director manages, oversees and is ultimately responsible for the synagogue budget, its physical plant, supervision of non-contractual synagogue personnel, and the overall management and day-to-day operations of the synagogue. The Executive Director, in partnership with the Rabbis, Cantor, Directors of Education, and lay leadership, is responsible for program management, fund-raising stratagems and coordination, membership recruitment and retention, resource management (both financial and human), and overseeing capital campaigns and building programs.

- ◆ *The Executive Director serves as the central administrator of the Congregation to implement policy decisions of the Board of Directors.*
- ◆ *The Executive Director provides for the day-to-day management of the synagogue's fiscal, physical, security and administrative affairs.*
- ◆ *The Executive Director administrates the procedures and maintains the physical environment within which the Congregation's worship, educational, cultural and social activities are carried out.*
- ◆ *The Executive Director is the person through whom all Congregation activities and programs are arranged and coordinated.*
- ◆ *The Executive Director is responsible for administering and supervising all clerical and building maintenance personnel.*

The Executive Director is to run the administration of the synagogue and in so doing, help create and maintain an environment which:

- is secure, warm, welcoming and inviting.
- serves the needs of Clergy and the Congregation.
- establishes and maintains conditions in which Clergy can function optimally to meet congregants' religious, social and community needs.
- insures that office and custodial staff display an attitude of respect toward Clergy, congregants and all visitors in keeping with synagogue goals.

The major areas of responsibility, described in more detail, include:

- I. FACILITIES MANAGEMENT AND SECURITY
- II. ADMINISTRATIVE SUPPORT AND OVERSIGHT
- III. PUBLIC AND COMMUNITY RELATIONS
- IV. MEMBERSHIP
- V. FINANCE, BUDGET, FUNDRAISING

AREAS OF RESPONSIBILITIES FOR EXECUTIVE DIRECTOR

I. FACILITIES MANAGEMENT

The Executive Director is responsible for the appearance and smooth operation of synagogue building, grounds, property and equipment.

A. Building and Grounds: Oversee maintenance of physical plant.

- Supervise synagogue security and liaison with appropriate agencies, as needed
- Arrange for prompt repair or replacement of articles, as necessary.
- Assure that synagogue is protected to best advantage.
- Walk site weekly to assess conditions; keep building and grounds in proper state of appearance, cleanliness and safety.
- Supervise custodial staff in maintenance, care, repair and security of physical facility, including religious articles.
- Coordinate with Facilities Director to maintain and improve site.
- Make recommendations to Board, as necessary, to insure implementation for improvements.

B. Property and Equipment: Maintain property and equipment in excellent condition.

- See that all property and equipment is clean, in good repair and in proper use.
- Anticipate, schedule and authorize repairs, as necessary.
- Maintain schedule for replacing, updating and maintaining equipment, property and supplies.
- Establish and maintain accurate, current inventory of property, equipment, supplies, archived and stored material.
- Supervise custodial and office staff with regard to above.

C. Calendar: Facilities Scheduling and Use

- Maintain accurate, reliable and up-to-date master calendar for all synagogue programs and events.
- Schedule use of all synagogue facilities.
- Provide requested set ups.
- Attend and supervise all special events (to be determined on an event by event basis) to ensure smooth operation.
- Market synagogue facility usage/rental and oversee all aspects of facility use.
- Coordinate calendar with Caterer.
- Ensure that members holding special events understand procedures and responsibilities.

D. Services

- Attend major religious services and holiday celebrations.
- Provide support for religious services and holiday celebrations.
- Supervise all administrative aspects of High Holiday services.
- Draft and implement checklists for all services: Friday night, Saturday morning, High Holy Days, all other holidays, Bar/Bat Mitzvah ceremonies, weddings, funerals, other life cycle events.

II. ADMINISTRATIVE SUPPORT AND OVERSIGHT

The Executive Director is responsible for the smooth administrative functioning of the synagogue and for all synagogue office management.

A. Administration

- Supervise, train, remediate and evaluate clerical and custodial staff.
- Delegate and oversee work as appropriate.
- Allocate staff workload and work flow.
- Oversee quality and timeliness of office staff output.
- Create administrative operating systems for routine synagogue business, as well as emergency overload situations.
- Draft and implement staff job descriptions, including qualifications and standards of conduct.
- Maintain an office "policy and procedures manual."
- Coordinate office volunteers in support of office management.
- Ensure that notices of congregant birthdays, anniversaries, tributes, births and deaths are properly distributed.
- Coordinate and produce Friday Night program.
- Generate office correspondence in a timely fashion.

- Review all synagogue correspondence to ensure accuracy and consistency with synagogue.

B. Personnel

1) Office Staff

- Hire, in conjunction with appropriate approvals, all office staff.
- Establish personnel procedures and standards for all employees, with appropriate committee approvals. This should include pay scales, hours, vacations, raises, dismissals, etc., as well as social security and benefits, in accordance with federal and state law.
- Maintain Employee Handbook.
- Mediate interoffice conflicts.
- Maintain accurate and confidential personnel files.
- Meet privately with each member of office staff to review individual performance.

2) Professional Staff

- Attend regular Senior Staff meetings.
- Serve as Staff member on specific committees.

C. Recordkeeping

- Maintain and update all synagogue records accurately and securely, to include: deeds, permits, insurance agreements, and maintenance contracts.
- Maintain and update records of all synagogue business, including: By-laws, Board minutes, archived materials, etc.
- Maintain and update accurate and confidential files on all synagogue members, including: family demographics, yahrzeits, anniversaries, births, deaths, etc.

D. Meetings

- Attend all meetings of Executive Board, Board of Directors, Committees and Congregation as instructed by Board, President or Senior Rabbi.
- Schedule and chair regular office staff and maintenance meetings.

E. Computer System

- Evaluate, maintain and update computer system to ensure optimal efficiency in administrative areas.
- Review the hardware and software in use, and compare with new developments in marketplace.

III. PUBLIC AND COMMUNITY RELATIONS

A. **Public Relations:** Promote positive image of synagogue among staff, congregants and community.

- Edit, in collaboration with others, all synagogue publications, including monthly newsletter.
- Oversee all public communications from all synagogue committees and affiliate groups.

B. Community Relations

- Help to make synagogue visible in neighborhood and community.
- Attend umbrella and/or professional organization meetings, such as PATA, JRF, etc.

IV. MEMBERSHIP

The Executive Director is responsible for promoting the well being of synagogue membership.

A. Current Membership

- Coordinate and support recruitment and retention of synagogue members.
- Handle all financial issues of members, including dues relief. Promote image of synagogue as caring, courteous and discreet in this area.
- Maintain membership records to include demographic data, synagogue use, etc.
- Communicate with Clergy, Principals, Program Director and others with regard to members' personal or institutional concerns and life cycle events.
- Issue membership reports regularly, or as requested by Board or Senior Rabbi.

B. Prospective and New Members

- Respond to inquires from all prospective new members:
 - * Arrange for private meetings with interested families.
 - * Attend "new member open houses."
 - * Prepare and distribute membership packets.
- Help orient and integrate new members to the synagogue community.

V. FINANCE AND BUDGET

The Executive Director shares the responsibility for the financial health of the synagogue and for the administration of the synagogue.

A. Budgeting

- Prepare and maintain annual budget.
- Offer insight and guidance to Directors to help prepare their budgets.
- Oversee all expenditures as per budgetary guidelines.
- Offer monthly updates to Directors and schools with regard to “actual vs. Budget” comparisons.
- Prepare financial reports and statements as requested by Board, Senior Rabbi or Vice President Finance.

B. Income

- Supervise and approve allocation of incoming monies.
- Supervise comptroller/bookkeeper in billing and collection of membership dues, fees for facility use, and all other accounts payable.
- Assist with collection of membership dues and fees.
- Maintain analysis of members’ accounts.
- Keep records of other income, including gifts, endowments, memorial funds, etc.

C. Expenses

- Supervise and approve all expenditures according to budgetary guidelines.
- Supervise personnel working in this area.
- Prepare proposed annual administrative and office budget.
- Maintain overview of synagogue financial health; avoid unnecessary duplication of expenditures.

D. Fundraising

- Provide Staff support for fundraising.

E. Purchasing

- Serve as central purchasing agent for all departments of synagogue.
- Purchase equipment and supplies as necessary.