

Large Conservative Congregation

EXECUTIVE DIRECTOR - POSITION DESCRIPTION - DRAFT (8-14-01)

Scope of Responsibilities

The Executive Director of X Congregation serves as the executive staff member of the synagogue and ministers to the needs of the congregation in matters of life cycle events, religious ceremonies and other areas of Jewish living. He bears the ultimate responsibility for the administrative functions of the synagogue consistent with the policies established by the Executive Committee and Board of Managers through the supervision of administrative personnel. Responsibilities include working in tandem with the clergy, coordination of life cycle events, coordination of and participation in religious services, overall management and supervision of personnel, membership recruitment and member needs, overall financial oversight, and staff support for lay and professional leadership. Bearing in mind the religious, educational, and social purposes of X Congregation, the Executive Director initiates activities to ensure that members' needs are met. The incumbent provides necessary support to assist the pulpit and educational staff in meeting the religious and educational needs of the Congregation.

Organization and Reporting Relationships

Along with the senior clergy, the Executive Director reports to the President of the Congregation and through the President to the Board of Managers. The Executive Director works closely with the Senior Rabbi and other professional staff, and takes responsibility for support of all professional programs. The incumbent receives direction from the President and Senior Rabbi of the Congregation with broad latitude for decision-making to carry out the position's responsibilities. The Executive Director supervises all personnel in areas of education and administration.

Duties and Responsibilities

1. Life Cycle Events

- 1.1 Plans and coordinates X involvement (personnel and facilities) in all life cycle events
- 1.2 Leads the annual Bar/Bat Mitzvah Retreat with the Rabbi and assists Bar/Bat Mitzvah families through the Bar/Bat mitzvah experience.
- 1.3 Participates in the Bikur Cholim program of the synagogue advising staff and lay leadership of members or members' relatives who are ill and visiting hospitals when needed.
- 1.4 Arranges funeral services and advises families on Jewish funeral and bereavement practices and customs. Maintains *Yahrzeit* records (memorial observances) and notices
- 1.5 Serve as religious witness for Rabbinic Court (*Bet Din*) for conversions, divorce decrees, and weddings.

2. Religious Services

- 2.1 Coordinates with clergy for all Sabbath, High Holy Day, festival, and daily services and activities
- 2.2 Leads religious services, Sabbath services, daily minyan, *shiva* minyan when needed

3. Management and Personnel Supervision

- 3.1 Supervises administrative functions of the congregation including hiring and supervising staff
- 3.2 Supervises benefits program (health insurance, disability insurance, life insurance, and pensions) for all personnel
- 3.3 Develops and interprets personnel policies for staff as required
- 3.4 Serves as an ex-officio member of the Personnel Committee along with the Senior Rabbi

4. Membership Recruitment and Member Needs

- 4.1 Serves as a staff contact and outreach for new members in the community
- 4.2 Works with families with financial need for waivers and scholarships.
- 4.3 Assists and counsels member families with synagogue, community, or personal needs

5. Kashrut and Synagogue Usage

- 5.1 Supervises, as assigned by the senior rabbi, the *kashrut* of the kitchens and events
- 5.2 Supervises administrative personnel responsible for internal facility usage, life-cycle celebrations, and community events

6. Funerals, Bereavement, and Cemetery

- 6.1 Supervises the X Cemetery to ensure burials are conducted according to Jewish law and synagogue policies
- 6.2 Serves as initial, primary contact when death occurs in congregation, ensure adherence to Conservative and synagogue religious practices, assist family, coordinates with clergy and funeral home

- 6.3 Coordinate and conduct *Shiva minyanim* (services at houses of mourning) as required
- 7. Staff Support for Lay and Professional Leadership
 - 7.1 Ensures staff support for the President, Officers, Board of Managers, and lay leadership
 - 7.2 Identifies issues, frames alternatives, and follows up in areas of responsibilities through working with synagogue lay leaders and clergy
 - 7.3 Functions as a member of the professional staff to ensure that their needs are met
- 8. Financial Management
 - 8.1 Identifies current and long-range financial needs and proposes responsive financial plans
 - 8.2 Develops draft budget in conjunction with lay leadership
 - 8.3 Supervises bookkeeping personnel and accounting activities
- 9. Development and Outreach
 - 9.1 Develops fund raising programs in conjunction with the clergy and appropriate lay leaders
 - 9.2 Oversees public relations and marketing activities in conjunction with pulpit and lay leadership including the congregations regular publications.
- 10. Building and Grounds
 - 11.1 Supervises synagogue administrator who has responsibility for maintenance of physical plant, preventive maintenance, and maintenance personnel
 - 11.2 Oversees purchases of major equipment, refurbishments, and repairs
- 11. On-Call Responsibilities
 - 11.1 Maintains 24 hour availability, including deaths, coverage of congregational religious services, and emergencies along with the Senior Rabbi.