

**Job Description
Executive Director**

Job Title: Executive Director
Reports To: Board of Directors, through the President
Works With: All Temple Staff, Volunteers, and Congregants
FLSA Status: Exempt
Prepared By: Search Committee
Approved By: Board of Directors
Approval Date: To be determined

Scope: Directs and manages all financial, administrative, and building & grounds activities of the Temple through subordinate staff. Administers policies established by the Board of Directors. Conducts activities to support the Mission of _____ .

Essential Functions and Responsibilities include the following		% of Time
1.	Directs the business, financial, and administrative activities of the Temple, including staff, records, purchasing, and the financial side of the Early Childhood Program.	30
2.	Ensures the proper administration, maintenance, and upkeep of all Temple buildings, grounds, and cemeteries.	15
3.	Directly and indirectly supervises a staff of 7-10 employees.	10
4.	Manages all aspects of Temple membership, including processing, recruiting, integrating, retention, dues, and congregant relations.	30
5.	Represents the Temple with appropriate community organizations.	5
6.	Staffs various committees of the Board of Directors, making recommendations to committees, where appropriate.	10
7.	Worships regularly at _____ .	

Nature of Supervision Received. Is self supervising. Establishes own work procedures and completes duties with virtually no reference or detail to higher management.

Access to Information. Works with a wide range of information, much of which is confidential, including: wages, salaries, and benefits; Temple budget; purchasing; billings; long range plans; financial reports; banking and investment information; confidential congregant information; personal employee information; and employee personnel matters.

Qualifications

Knowledge

- Understands the operations of a large (900 families or more) urban synagogue, including the significance of relationships between administrative staff and clerical staff, volunteers, lay leaders, and members.
- Possesses a basic working knowledge of human resources, including employee relations, wage and hour laws, managing employee performance, safety and worker's compensation, and benefits.
- Has developed and managed large budgets and has working knowledge of fund accounting.

Skills

- Is able to add, subtract, multiply, and divide in all units of measure and to calculate figures and amounts such as percentages and ratios.
- In the English language, is able to read, analyze, and interpret general business documents, professional journals, and human resource laws and guidelines; to write reports, business correspondence, and procedure manuals; to effectively verbally present information and respond to questions from co-workers, volunteers, and lay leaders.
- Has a working knowledge of computer hardware and software, including word processing, fund accounting, and spreadsheet software. Can create documents accurately and in a timely manner.
- Is able to supervise staff in a timely and effective manner, taking appropriate corrective action when necessary.
- Possesses the following special skills: is a good listener, can handle multiple tasks at the same time and work with distractions, can solve problems, can negotiate effectively.
- Reasoning: Is able to define problems, collect data, establish facts, and draw valid conclusions.

Previous Experience

- Has 5-10 years successful related experience in supervision and management, including at least two years in a not-for-profit organization. (Related experience may be a combination of compensated or volunteer.)
- If previous experience does not include synagogue management, has demonstrated effective and sustained leadership experience in synagogue activities.
- Has supervised multiple subordinates.

Religious Affiliation

- Is Jewish.
- If not already a congregant, is willing to establish and maintain membership at _____ .

Certificates, Licenses or Registrations

- Certification as a Fellow in Temple Administration (FTA) is desirable, but not required.

Preferred Personal Traits

- Patient, analytical, flexible, compassionate, cooperative, well-organized, team-oriented, friendly, polite, self-directing, uses good judgment.

Working Conditions and Physical Demands of the Position

- Work is performed in an office area with a moderate amount of noise. Evening (5:00 p.m. to later evening) is frequently required. May need to attend meetings out of the building.

Amount of time

Standing:	> 1/3
Walking:	1/3-2/3
Sitting:	1/3-2/3
Lifting & carrying:	Up to 25 lbs. <1/3
Handling:	<2/3 (using hands, fingers, etc.)
Talk & hear:	<2/3 (in person and by telephone)
Seeing:	<2/3 (at close and distant vision)
Travel:	occasionally by car; by air 1-2 trips/year, including overnight stay