

Large Foreign Congregation

Temple X Position Description for the Executive Director, Temple X

Temple X Mission Statement

Temple X is a Progressive Jewish Congregation that provides a spiritual community through a contemporary approach to Jewish practice and a commitment to Jewish tradition, culture and education.

Introduction

To realise Temple X's mission, the Board of Management and the professional staff, depend upon a shared vision and the quality and energy of all our professional staff. Promoting growth and creativity among all staff is the key to the success of the mission and therefore the continued growth and vitality of Temple X's. The Temple Board is dedicated to creating an environment in which individuals can develop to their full potential; in return, professionals are expected to be committed to achieving their personal goals and the goals of Temple X's.

The Executive Director is an integral part of our professional team, reporting to the Board of Management through the President, and working collaboratively with the Rabbis, President, members of the Executive and the Board, other professional staff and officer bearers of associated committees. The Executive Director coordinates all Temple activities and congregational operations, often supervising critical programs personally; takes an active role in the ritual life of the congregation while at the same time, having primary responsibility for the management of the vital human, financial and physical resources of the synagogue community on a daily basis.

The incumbent also acts as:

- Public Officer for Temple X reporting to the Treasurer of TBI.
- Company Secretary for Liberal Properties Ltd. Reporting to the Chair of Liberal Properties Ltd.
- Financial Officer for The Progressive Jewish Cultural Fund reporting to the Chair of the Fund.
- Executive Director of the Union for Progressive Judaism reporting to the Chair of the Union.
- Executive Director of Jewish Funerals reporting to the Chair of Liberal Properties Ltd.

The primary objectives and key responsibilities for these positions are detailed in Appendix A of this document

Professional Profile:

The Executive Director must be a person with substantial knowledge of Jewish ritual, history, and customs. His/her professional and personal performance must reflect credit

upon Temple X and the Jewish community it serves. This person demonstrates a commitment to Temple X through continuing cooperation with members, the leadership, the rabbis and other fellow employees. Courtesy and compassion are essential elements in dealings with both staff and members. S/he takes initiative to improve how work is performed and serves as a "*dugmah*" or Jewish role model by displaying Jewish values and ethical considerations in all phases of the position. S/he is a team player, able to work with volunteers and professional staff alike; is able to work well under pressure in order to meet sometimes-impossible deadlines; is reliable and trustworthy, and maintains strict confidentiality of information acquired in the position. S/he regularly attends Shabbat and Festival services, is present at High Holy Day services and attends most special programs and activities of the congregation, and all such activities when requested to do so by the President or Rabbis.

Primary objective of the position

To ensure that the administration of the synagogue community is successfully managed, so that the members of the community will receive the maximum benefit from the services provided by the Temple. Duties will range from the complex to the mundane but it is expected that all work will be undertaken with equal enthusiasm and the motivation to provide a high level of quality and service, and to act as a role model for other staff.

Key Responsibilities

1. Coordination activities:

- a) Participates with the Board of Management, Rabbinic staff and the Community Affairs Director in policy development
- b) Primary responsibility for the management of all administrative aspects of the running of the Congregation such as clerical functions, correspondence, keeping records, systems management, but not limited to these items
- c) Acts as Secretary to the Congregation, and ensure that minutes of all meetings of the Executive committee and Board of Management are accurately recorded
- d) Determines and arranges for logistical support of all Temple activities
- e) Manages the scheduling of activities and the Temple calendar
- f) Serves as liaison with all committees and affiliates for scheduling & logistics
- g) Principal staff liaison for Board meetings and other affiliated meetings
- h) Provides logistical support to The King David School, the Religion School, Netzer and other Temple and communal groups and activities utilising the Temple's premises

2. Ritual activities

- a) Responsible, under the direction of the Rabbinic staff and the President, for High Holy Day planning and execution
- b) Facilitates all life cycle events: namings, britot milah, B'nai mitzvah, weddings, funerals, etc
- c) Chief logistical support to rabbinic and lay leaders for all ritual activities, commemorations, celebrations and smachot (including Beth Din, Tot Shabbat, Shabbat Shalom, Gesher, Shabbatonim, Communal Seder etc)

- d) To ensure that the Rabbis are provided with full secretarial support
- e) Coordinates special programs (e.g. Induction ceremonies, festivals, interfaith activities)
- f) Coordinates lifecycle and programming date selection, logistics, scheduling, etc.
- g) Advises congregants on issues related to life cycle events

3. Financial Activities

- a) Presents regular financial reports to the leadership, and provides timely advice on deviations from anticipated budgets
- b) Oversees accounting and bookkeeping, maintenance of financial records
- c) Arranges for an annual review of finances
- d) In consultation with the Treasurer, approves and monitors all Temple expenditures
- e) Oversees relations with banks and other financial institutions
- f) Ensures accurate and timely membership billing
- g) Supports Finance, Budget, Fundraising and Membership committees
- h) Provides assistance to all Temple committees in the preparation of their budget submissions
- i) Responsible for research and preparation of draft budgets for the Budget Committee

4. Human Resource Activities

- a) Responsible for the recruitment, hiring, training, supervision, & discipline of administrative, support, caretaking and maintenance personnel and staff; and making recommendations to employ or dismiss such staff.
- b) Oversees payroll & employee benefits
- c) Responsible for preparation and execution of personnel policies
- d) Secures and manages outside counsel as necessary
- e) Monitors the confidentiality of information handled by staff.

5. Programming Activities

- a) Manages logistics and programming for ongoing, regular ritual, educational, social and welfare activities and special events
- b) Liaises with key personnel and participants to ensure the smooth running of all Temple-based activities and programs.
- c) Provides liaison with and support for all sub-committee activities
- d) Liaises with key staff, especially the Community Affairs Director, Desktop Publisher and the Rabbis, to ensure the efficient management of all communications activities related to: the web site, Temple Time, Temple Time Supplement sheet, news releases, production of signage, production of service booklets (e.g. Shabbat Service booklet)
- e) Manages special events (e.g. Torah Dedication, concerts)
- f) Acts as the contact person for guests, visitors and other communal bodies

6. Membership Activities (including relationship management)

The Executive Director is the critical bridge between the Board of Management and the members of Temple X's. S/he is usually the first point of contact.

- a) Provides advice, guidance and support for all members in matters of concern for them, and deal with these matters in a timely, courteous and sympathetic manner
- b) Develops and maintains a harmonious working relationship with members and their families, as well as prospective members
- c) Liaises with and supports the work of the Membership Committee
- d) Has oversight of the membership application process
- e) Manages the development, enhancement and maintenance of a timely and meaningful membership data base to ensure accurate record keeping and to enhance ongoing contact with all members
- f) Supports the work of the Concession Review Board
- g) Ensures accurate and timely membership billing
- h) Responsible for research and preparation of all documents required to support the work and activities of the committee

7. Public Relations Activities

- a) To develop and maintain a Public Relations program that will meet the needs of members, and provide opportunities to recognize their life cycle events and other interests.

8. Facility Activities

- a) Oversees the maintenance and security of the Temple and all its assets, as well as its buildings and grounds
- b) Provides liaison with and support to the House committee
- c) Ensures adequate insurance coverage
- d) Manages relations with service suppliers and contractors
- e) Responsible for purchase of fixtures and equipment
- f) Oversees and supervises all aspects of facility usage/rental, to members, non-members and to community groups
- g) Responsible for the maintenance and upkeep of computer systems.

9. General Activities

- a) To handle all other duties flowing from the position, without limitation to the above
- b) Other duties as assigned by the President or Senior Rabbi

Appendix A: Responsibilities and Accountabilities for Duties Undertaken by the Incumbent in Addition to the Executive Director Position

1. Public Officer - Temple X

Key Responsibilities:

Co-ordination activities

- Ensures compliance with the Incorporated Associations Act 1981

Financial activities

- Ensures Annual General Meeting is held within the prescribed time frame.
- Ensures Annual Financial returns are returned with prescribed time frame.

2. Progressive Jewish Cultural Fund

Key Responsibilities:

- Primary responsibility for the management of all administrative aspects of the Fund
- Reports to the Chairman and Trustees of PJCF
- Ensures all records and minutes are current and accurate
- Acts as minute secretary for Trustees meetings
- Ensures statistical returns are submitted in a timely manner.

Financial activities

- Primary responsibility for the financial management of the Fund
- Advises on the legalities of distribution of funds

Public Relation Activities

- Promotes the activities of the fund to the membership of Temple X and other interested persons.

Facility Activities

- Ensures all artworks of the fund are adequately insured and maintained

3. Victorian Union for Progressive Judaism

Key Responsibilities:

- Primary responsibility for the management of all administrative aspects of the VUPJ including clerical, correspondence, records, minute secretary and financial management.

Co-ordination activities

- Co-ordinates advertising for all affiliates of VUPJ.
- Co-ordinates joint activities.
- Management of the community calendar to ensure that events, planned by affiliates are spread throughout the year and where possible do not clash.

Financial activities

- Preparation of budgets and reports to Treasurer
- Preparation of regular financial reports to the leadership and provides timely advice on anticipated budgets.

Human Resource activities

- Responsible for the recruitment, hiring, training, supervision, & discipline of administrative, support, caretaking and maintenance personnel and staff; and making recommendations to employ or dismiss such staff.
- Oversees payroll & employee benefits
- Responsible for preparation and execution of personnel policies
- Secures and manages outside counsel as necessary
- Monitors the confidentiality of information handled by staff.

Public Relation Activities

- Organises and participates in communal activities

4. Bet-Olam Jewish Funerals**Key Responsibilities**

- Acts as Administrator for funerals
- Oversees rosters of funeral directors
- Ensures Rabbinic support for funerals
- Provides back up to funeral directors

Financial activities

- Presents regular budgets and forecasts to the Chairman of Liberal Properties Ltd.
- Oversees distribution of funds

Human Resource activities

- Provides advice regarding ongoing training and organises debriefing for all concerned
- Co-ordinates activities of contract mortuary

Public Relations Activities

- Promotes the services of Bet-Olam to the general community