

500 Members

JOB DESCRIPTION – Executive Director,

Title: Executive Director

Function: The Executive Director serves as the chief administrative officer of the congregation in accordance with the principals, guidelines and objectives set forth by the Board of Trustees and the Constitution and By-Laws of the Temple. The Executive Director is responsible for the implementation of the policies of the Board of Trustees. She provides the day-to-day management of Temple fiscal and administrative affairs and has direct supervisory jurisdiction over all administrative, clerical, and building maintenance personnel. The secretary to the Senior Rabbi and the religious school teachers report directly to the Rabbi and the Director of Education. The Executive Director serves as an ex-officio member of the Board of Trustees and the Executive Committee.

Relationships: The Executive Director takes direction from and is accountable to the President of the Congregation and the Board of Trustees. The Executive Director and the Board of Trustees. The Executive Director also takes direction from the Senior Rabbi in accordance with the provisions of Guidelines for Rabbinical-Congregational Relationships, (UAHC-CCAR, 1984), or its successor publication. The Executive Director is expected to collaborate and coordinate with the Senior Rabbi, Assistant Rabbi, and/or Director of Education on administrative matters.

Principal Duties: Under the general direction of the President of the Congregation and in close consultation with the Senior Rabbi, Assistant Rabbi and/or Director of Education, as well as other Officers and Chairs of the appropriate committees, the Executive Director is responsible for assuring the performance of the following functions either personally or through his/her staff:

1. Office Management:
 - Supervise all non-professional staff (with the exception of the content of the Senior Rabbi's secretary's work.)
 - Assist in hiring and firing all nonprofessional staff.
 - Develop job descriptions, document and evaluate performance, and manage salary administration of all non-professional staff.
 - Develop and implement office policies and procedures.
 - Train new staff and oversee the continued training of existing staff.
 - Supervise all office systems.
 - Supervise the day-to-day operations of the Temple Office.
2. Religious Services:
 - Provide administrative and logistic support required for the smooth running of all Shabbat and life cycle services, High Holy Day services, and festivals.
3. Property and Equipment:
 - Maintain the property in good condition by authorizing necessary repairs, replacements and maintenance, and making recommendations to the Board when extraordinary expenditures are required.
 - Supervise the custodial staff to be sure that the property is kept in a state of cleanliness and repair, and custodial help is available when needed.
 - Provide on-site supervision of repair, grounds maintenance, renovation and expansion projects.
 - Negotiate, with Board approval, appropriate insurance protection for the building and its contents.
 - As appropriate, obtain competitive bids for services, projects, and contracts.
 - Develop and implement a program of preventive periodic maintenance.
 - Monitor utilities usage and identify areas for improvement and corrective action.
4. Membership:
 - Provide initial contact with prospective and new members, offering information on services,

- programs, and dues structure.
 - Maintain accurate membership records which reflect all pertinent data as to individuals and families.
 - Assist in planning of strategies for growth and membership retention.
5. Board Committees and Auxiliaries:
- Serve as a resource for committees and auxiliaries.
 - Serve as a liaison between committees and auxiliaries.
 - Help staff committees, and assist with the planning and implementation of their programs.
 - Attends special committee meetings as warranted.
6. Fundraising:
- Assist in the development and supervision of all fundraising activities.
 - Assist in the development and management of Capital Campaigns.
 - Play an active role on the Steering Committee for the Capital Campaign including meetings, dealing with consultants and solicitation, if appropriate.
7. Program Coordination and Calendar Development and Management:
- Coordinate scheduling of activities for all Temple groups.
 - Supervise the pre-planning of the year's activities to ensure a balanced calendar.
 - Provide the administrative and logistical support required for the smooth running of events.
8. Purchasing:
- Serve as the central purchasing agent assuring cost effectiveness.
 - Monitor all expenditures.
9. Rentals:
- Oversee the rental of the facilities to members and the community at large including contracts, collections, and scheduling of staff.
 - Develop, implement and enforce Temple policies in regard to caterers, photographers, musicians, etc. who provide services within the Temple building.
10. Fiscal:
- Assist the Treasurer in maintaining fiscal records and presenting monthly and annual financial reports.
 - Assist the Budget Committee in the preparation of the annual budget.
 - Assist the Financial Secretary and the Financial Committee in monitoring the collection of dues.
 - Survey and make recommendations on dues and fees.
11. Insurance:
- Research, negotiate, monitor and recommend to the Board of Trustees benefit packages including health insurance, disability insurance, retirement plans for all staff as appropriate.
12. Relations:
- Serve as a liaison between the Congregation and the community in order to promote Temple Shalom's visibility.
 - Maintain ongoing contact with the local media.
 - Act as an advisor and assist with all Temple publications (i.e., bulletin, mailings, directory, etc.)
13. Professional Development:
- Participate in local Association of Temple and Synagogue Administrators and NATA (National Association of Temple Administrators) in order to network with other administrators and gather information.
14. Temple Records/Archives:

- Maintain the various Temple records, e.g. membership data, newsletters, minutes, and all historical and archival records.