

600 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'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 Synagogue Administrators network 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.

Executive Director Responsibilities with the Trustees, Committees and Leadership (10/02)

All Committees: EDs are in constant dialogue with all committee chairs and many Trustees regarding: calendar, budget, planning, facility management, providing support staff help, providing computer services, handling all areas of communications – Shofar, flyers, advertising, Wednesday e mail, form letters for President.

President: One on one direct communication – often many times a day. Help plan agenda for Board and Executive Committee meetings. Review all aspects of the operation – programming, fiscal, personnel.

Treasurer: ED is the main monitor of spending – develops budget for staff, house and grounds committee, religious services committee, and other spending centers of the operation. EDs supervise the budget process, participate in budget preparation with Treasurer and small committee, monitor the spending of all areas of Temple operation.

Financial Secretary: Work with Financial secretary on all dues issues – work with new members to set dues, work with members needing dues relief, work with members falling behind in dues, work on collections. With Financial Secretary develop dues scales and written material. Ongoing conversation takes place with Financial Sec'y.

Special Purpose Funds: The Executive Director is the advisor to the SP Funds. Helps to create new funds and suggests uses of existing funds. Interaction with both the chair and people within the Temple community who are seeking assistance for projects.

Religious Services: Work with Chair and all subcommittees on ushers, oneg, and service participants for all Shabbat, Holy Days and Festivals. Organize all publicity, identify all participants, provide all training in person and in written form; develop schedules, provide follow up reminders.

Membership: ED works with Chair and committee on: publicity (run by ED) internal and external, decisions on advertising, speaking to potential members, running potential member services, planning HHD potential member contacts, new member training, introducing, integrating new members. Also all materials for committee and for potential members, tracking new members.

Leadership Development: Write, produce all training materials. Meet with all new leadership to provide history of position and job support.

Legal Counsel: The Executive Director is the main point of contact in negotiating building leases, vendor contracts, and handling personnel issues with the Legal Counsel.

House and Grounds: The Executive Director is responsible for every detail of House and Grounds. Enters into contracts with vendors such as lawn, snow, and security. Works to plan for replacement equipment. Negotiates with vendors. Confirm insurance coverage of vendors. Manage and plan for custodial coverage. With H&G chair, manage the H&G budget.

Capital Projects: Direct liaison to this committee – report on condition of all building elements, gather information on capital improvement needs of staff, from security to desks, lighting, etc. Contact vendors for prices. Contact building people for estimates on wear of equipment, need for replacement, timetables.

Fundraising Events: Direct responsibility for management, planning, providing staff support. Attends most meetings.

Adult Education: Work on planning and implementation within Senior staff meetings, deal with calendar issues.

B'nai Mitzvah: Suggest, recruit new members. Supervise support staff to coordinate schedule for year with lay leaders, including WRJ. Schedule all group rehearsals. Work with the Committee chair on training of volunteers. Work each week with the assigned coordinator.

College Outreach: Recruit chair and volunteers. Provide office support. Provide programming ideas from Reform movement.

Tsedek: All logistical and calendar support. Pass on, review programming ideas.

Good Neighbor: ED as Advisor on neighborhood issues, needs, Temple policy, insurance, etc.

Outreach: not functioning now, but Ed tries to keep lay leadership in touch with the issues

Chavurah: not functioning now, but ED tries to keep lay leadership in touch with the issues.

Chesed: Eds in contact with Mitzvah Corps, help recruit new service leaders.

Worship: Serve as advisor to committee

Music: Calendar issues, help to work out costs, support with vendors

Auxillaries: Main contact for scheduling, calendar, program support

Volunteers: Work with chair to recruit, suggest areas where needed.

Nominating Committee: Keep the list of current trustees, work to develop list of potential new trustees, and discuss who best to approach potential new trustees.

Awards & Honors: This committee work has been taken on by Executive Committee and/or President. ED provides support in decision making, history, preparation of certificates.