

630 Members  
Executive Director  
Congregation X  
May 2004

Overall Description of the Executive Director's Role

The Executive Director is one of the three key members of the leadership team, along with the Rabbi and the President. The Executive Director reports to the Board of Trustees and the Rabbi. This individual is responsible for congregational operations, encompassing:

- Day to day management: execution of administrative and financial affairs, including direct and indirect supervisory responsibility for administrative, support, and maintenance personnel.
- Policy and procedure administration: strategic implementation of synagogue policies and direction established by the Board regarding finances, facility use/maintenance, membership, and office administration, in conjunction with the Rabbi and in regular consultation with lay leadership.
- Achieving the vision/mission of the congregation: Creation and maintenance of an environment in which the staff and leadership can work to ensure the goals of the congregation are met.

Principal Responsibilities:

Management: Build and maintain an empowered staff team.

1. Recruit, train, supervise, and (with the consent of the Personnel Committee) terminate support staff.
2. Establish personnel guidelines and policies, and maintain personnel manual, subject to the approval of the Board of Directors.
3. Promote professional/vocational development of staff and ensure that their knowledge and skills remain current.

Facility Management: Maintain the building and grounds.

1. Ensure the proper and timely maintenance, repair, acquisition, and replacement of the temple's physical assets and equipment.
2. Maintain a comprehensive program of insurance to safeguard the liquid assets of the congregation.
3. Ensure that all events, with all the related tasks/communications/scheduling, meet expectations per the responsibilities of the director.

Financial Management: Ensure that the budget is balanced, with timely information shared as needed.

1. Provide oversight for all day-to-day aspects of the Temple's fiscal affairs, including cash management, accounts receivable and payable, payroll, and preparation of regular

- financial statements.
2. Prepare and review the budget in conjunction with the Treasurer and Budget Committee.
  3. Collect dues and other contributions in a timely manner.
  4. Render administrative support and direction for fundraising and development activities of the congregation.

**Board Governance:** Ensure that timely and complete information is available for effective decision-making.

1. Gather all pertinent information needed for effective decision-making.
2. Collaborate in partnership with the president and committee chairs to ensure board work is conducted efficiently and effectively.
3. Work in conjunction with the board and staff to achieve the strategies and goals of the Strategic Plan.

**Committees Structure:** Oversee the committee structure, insuring its continued strength.

1. Work with the Volunteer Coordinator to see that mission statements are in place and current and committee notebooks are maintained.
2. Work with the Volunteer Coordinator and President to develop future committee leadership and appointment of committee chairs.

**Member Relations:** Communicate effectively to foster positive rapport with all the temple's constituencies.

1. Work with the Volunteer Coordinator to orient and integrate new members into congregational life.
2. Supervise the work of the Volunteer Coordination to retain members by helping connect people in meaningful ways to congregational activities/each other.

**Communication:** Communicate to the membership and community about Beth Torah.

1. Develop a proactive communications plan in conjunction with Rabbi and President.
2. Maintain all communication tools and supervise volunteers in charge of each tool.

**Learning and Growth:** Evaluate self and congregation to plan and implement relevant development activities.

1. Actively pursue professional development opportunities to stay on a growth curve and keep current.
2. Participate in local, regional, and national opportunities to network, lead, and learn to advance expertise in leadership, management and/or lay leadership.