

**650 members**  
**Temple X**  
**Position Description**  
**Executive Director**

Summary:

The primary function of this position, and all other positions at Temple X , is to enhance the spiritual and community experience of membership.

The Executive Director is responsible for day-to-day synagogue administration including all support functions; management of volunteers, professional and support staff; fiscal management; member relations; and facilities management. The Executive Director is also responsible for the overall scope of temple activities and is involved, in varying degrees, with its many programs and services. In conjunction with the Board of Trustees, and with its approval, the Executive Director develops and implements synagogue policies and programs. This position reports to the President of the Board of Trustees, and works collaboratively with the Rabbis, Cantor, Education Director, and Preschool Director.

Duties and Responsibilities

Administration:

- Develop and implement operating policies and procedures consistent with the objectives of the Board of Trustees. Develop and implement long and short-term goals and objectives.
- Administer all business affairs of the congregation and maintain all contracts, records, files and other such documents.
- Serve as resource person to the Board of Trustees and its committees.
- Oversee the day-to-day operation of the temple, including facilities, technology and communication systems.
- Ensure the appropriate observance of the weekly and annual cycle of religious events by coordinating with the Rabbis, Senior Staff and members of lay leadership.
- Implement strategic plan, and assist in its ongoing review and update.
- Ensure adequate resources are assigned to meet congregational needs.

Membership Recruitment and Maintenance:

- Maintain positive relationships with current and potential members, regarding all aspects of the synagogue activities, including life cycle events.

- Work with appropriate committees to attract new members to TEMPLE X and to involve and retain existing members.
- Recruit and provide support to volunteers in implementing various activities and promoting member participation.
- Supervise staff in use of membership database software to ensure accurate records of pledges and donations.
- Demonstrate sensitivity for the importance of complete and accurate database records, such as current mailing addresses, b'nei mitzvah scheduling, yahrzeit listings, etc.

#### Staff Management:

- With appropriate Board of Trustees and Personnel Committee oversight, hire and supervise all administrative staff, including professional, support and custodial employees.
- Assign staff resources to support synagogue programs as needed.
- Motivate and provide leadership, career counseling and guidance.
- Collaborate with Senior Staff to creatively solve the problems and challenges involving temple events & operations.
- Conduct performance evaluations of direct reports. Make recommendations for compensation adjustments as appropriate.
- Interpret TEMPLE X personnel policies and programs in accordance with the Employee Handbook and applicable state & federal regulations. Recommend personnel policy changes to the Personnel Committee.
- Maintain confidential employee records for all TEMPLE X employees.
- Administer the TEMPLE X employee benefit programs related to medical insurance and retirement. Recommend benefit plan enhancements or changes to the Personnel Committee.

#### Board of Trustees Relationship:

- Assist the President in setting Board of Trustees agendas. Assist President and members of the Executive Committee in preparing for Board of Trustees, committee meetings and general membership meetings.
- Attend all Board of Trustees and Executive Committee meetings.
- Provide technical assistance and leadership development skills to the Board of Trustees.

#### Fiscal Management:

- Responsible for all financial activities of the synagogue (billing, collections, disbursements, etc.) and the preparation of financial reports and analyses. Review

financial reports with temple Treasurer to ensure consistency of reporting with generally accepted accounting principles.

- Supervise financial staff and prepare long range financial forecasts in coordination with the Treasurer. Demonstrate a thorough understanding of financial software and accounting policies. Supervise the ongoing reconciliation between membership database and financial records.
- Work closely with the Treasurer, Committee Chairs, Senior Staff and the Board of Trustees to develop the annual budget and other financial plans.
- Ensure that appropriate financial controls are in place to produce consistent results from the staff. Monitor the checks and balances of the system to safeguard temple assets.
- Plan and implement a risk management program to provide required and appropriate coverage for physical assets, employees, congregants, and visitors.

#### Facilities Management:

- Serve as the Temple's primary supervisor of construction activities during the current building and remodeling projects. Attend regular meetings to coordinate construction activities with the architects and contractors. Coordinate and supervise the work of vendors who are not subcontractors.
- Develop and oversee a program for the general maintenance of the temple's physical facilities and equipment.
- Supervise the rental of synagogue facilities, under general guidance from the Board of Trustees.

#### Communications:

- Work with the Clergy, Senior Staff and Committees to create publications that enhance the TEMPLE X image.
- Oversee member communications, such as the temple bulletin, weekly email, etc.
- Provide review, approval, and oversight of publications, website, flyers, advertising or other materials sent from TEMPLE X .

#### Development and Outreach:

- Work with Board of Trustees, the Rabbis, Senior Staff and appropriate committees to initiate and support fund raising programs and to meet goals of these programs.
- Work with the Publicity Committee to ensure a strong and attractive community presence for Temple X .

#### Other:

- Serve as liaison to other Jewish and secular community organizations, including Jewish Community Center, Union for Reform Judaism, National Association of Temple Administrators and Bay Area Temple Administrators.
- Coordinate all safety and security measures, especially as they relate to religious events in the building. Maintain close contact with local police, JCRC, and other organizations to ensure an appropriate awareness of community issues.
- Perform other duties as assigned and requested by the Board of Trustees.

Qualifications and Prerequisites:

- Strong leadership ability.
- A record of increasing responsibility and accomplishment, with a history of hiring, supervising, developing and maintaining staff members and building effective organizations.
- Strong analytical and conceptual skills.
- Excellent interpersonal skills and an ability to interact effectively with congregants, Board of Trustees and staff.
- Ability to recognize key issues, and develop creative and appropriate solutions; Capable of understanding the "big picture", as well as maintaining a focus on individual duties.
- Excellent written and verbal communication skills.
- Flexibility to adapt to changing circumstances and priorities.
- Sufficient Jewish knowledge to direct temple activities and to function effectively as a temple representative or spokesperson.
- BA in nonprofit administration or related field; advanced degree preferred. A minimum of five years senior level management experience in a synagogue. Certification as a Fellow in Temple Administration or equivalent is desirable.
- Demonstrated ability to proactively manage financial resources.
- Experience in facilities management and contemporary technology.
- Experience in developing and implementing fund raising programs.

Physical Requirements:

- Able to move from place to place; will be required to use a telephone; will be required to sit at and utilize a computer terminal.

I have read and understand my job description as Executive Director.

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Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date