

675 Members
Temple X
Executive Director Position Description

The Executive Director is the chief operating officer of the synagogue, reporting to the Board through the Board President.

The Executive Director (Director) partners with clergy, professional staff, and lay leaders to develop policies, and to build and manage the human, financial and physical resources of Temple. The Executive Director is responsible for overall management of the congregation's administrative and financial affairs, including supervisory responsibility for all administrative, accounting, maintenance and outside contracted personnel. The Executive Director provides support for professional staff, committees and affiliates, long-term financial planning and for fundraising, including, as needed, support for: annual giving, proposals for grants, endowment campaigns and fundraising campaigns.

The Director is a member of the professional team, assists the Executive Committee, President and Board of Trustees to develop, execute and evaluate policies and programs, and interacts with appropriate committee chairs who oversee this position's major areas of responsibility.

The Director ensures that the policies and directions of the Board of Directors and its committees regarding the congregation's finances, facility use, maintenance and security, membership, dues and office administration are implemented effectively.

Principal Responsibilities

1. Administration

The Director will consult with and report to the Board of Trustees in regard to major office policy, key organizational issues, and changes in key personnel.

1.1. Human Resources

Prepare job descriptions; recruit, train, supervise, mentor, motivate, evaluate and terminate (when necessary) all office and maintenance staff; manage employee benefit programs; maintain personnel policies, practices and personnel records. Serve as liaison between the professional staff and the administrative support staff.

1.2. Technology and Equipment

Ensure that the computer and telephone systems are maintained; upgrade software and hardware as necessary to handle calendar, email, AR, AP, payroll, membership records and members' dues and school accounts. In consultation with Treasurer, purchase or lease major office equipment and furniture.

1.3. Board, Congregation and Committee Meetings

Serve as an ex officio member of the Board and the Executive Committee of the Temple Foundation Board. Work with the Board President to develop work plans for the Board and major committees. Prepare for and attend Board of Directors meetings, annual and special meetings of the congregation, and other appropriate committee meetings (e.g. Finance, Dues). Provide and coordinate staff support to Board President, officers, trustees and various committees.

1.4. Cemetery

Oversee operation of Riverview cemetery and staff, including sale of burial rights, operational support for funerals and memorial services, and maintenance of buildings and grounds.

2. Financial:

The Director will consult with and report to the Treasurer concerning financial issues, analysis and planning.

2.1. Accounting Operations

Supervise personnel with day-to-day operation of the congregation's finances, including cash management, AR and AP, and payroll. Responsible for preparation of various tax reports and MUM dues report. Regularly review all financial policies of the congregation and present necessary proposals for change to the Treasurer. Execute the financial policies and decisions of the Board.

2.2. Outside Professional Relationships

Interact with congregation's CPA regarding preparation, review and analysis of financial statements, IRS receipts and special reports; with insurance brokers regarding changes and renewals of policies; with stock and investment brokers regarding stock donations and status of long term investments; and with bank managers regarding congregation's accounts.

2.3. Budgets

Facilitate development of Temple's annual operating budget with the Treasurer and Finance Committee; prepare the capital budget draft; review, analyze and regularly report financial performance and any variances from the approved budget.

2.4. Fund raising

Assist in the planning and implementation of fundraising activities.

3. Facilities:

The Director will consult with and report to the House Chair regarding the use, maintenance and security of the facility and grounds.

3.1. Facility Use

Recommend and implement policies and guidelines for facility use, including life cycle events, member and non-member use, catering and security requirements. Oversee system for scheduling events to avoid conflicts or omissions. Serve as liaison to members using Temple facilities.

3.2. Maintenance

Provide direction to maintenance staff to ensure that the furnishings, buildings and grounds are kept in good repair. Budget and anticipate major maintenance and repairs.

4. High Holy Days:

The Director will work with the Rabbi and Worship and Music Chair to coordinate all logistical aspects of High Holy Day services, including facility use, parking and security arrangements. The Director is responsible for the preparation of HHD packets, tickets and publicity.

5. Membership and Dues:

The Director provides background support and data to the Dues and Membership Chairs as required.

5.1. Membership Procedures:

Ensure that procedures for welcoming, enrolling and providing information concerning the congregation's program and policies to prospective, new, and continuing members are followed; maintain accurate membership records.

5.2. Dues, School and Other Fees:

Oversee procedures and systems for dues and fees billed, collected and outstanding; communicate with congregants regarding financial commitments with sensitivity and

discretion. Assist Executive Committee or its designee in making financial accommodations for members in need.

5.3. **Member Communications:**

Assist in development of communication policies. Supervise member communications including the bulletin, web site, e-mail lists, congregational letters public relations and ad hoc communications.

6. Programming

6.1. Collaborate with membership, Clergy, and Program staff to create and implement programs. Provide administrative and maintenance support.

6.2. Ensure appropriate staff coverage for all Temple events.

7. Community Relations

7.1. Promote a constructive image of the synagogue at all times.

7.2. Participate actively in the life of the congregation, thereby showing an involved, visible face to the congregation.

7.3. Act as a liaison to other Jewish organizations and to the secular community in regard to synagogue activities, media relationships and neighbor relations.

7.4. Participate in NATA.

Qualifications for Executive Director:

- Strong knowledge and excellent judgment in financial and accounting matters, including financial planning and budgeting, accounting systems and controls, financial reporting and analysis.
- Demonstrated success in managing, motivating and developing office and maintenance staff.
- Experience in facility administration, outside contracting for services, and negotiations with vendors, contractors and governmental agencies.
- Knowledge of how computer, telephone and other major office systems operate.
- 5 years experience managing the business/financial affairs of an organization with an annual operating budget of at least \$1 million.
- Experience with volunteer activities.
- Understanding of Jewish rituals, customs, holidays and congregational relationships.
- Self initiator with strong interpersonal skills, including the ability to communicate well (both orally and in writing); ability to manage multiple priorities and responsibilities.
- Enthusiastic, organized, highly motivated, responsible, courteous, discreet, flexible and creative. Has a sense of humor.