

750 members

Job Description : EXECUTIVE DIRECTOR

Reports to: President and the Executive Committee

Works in coordination with: The Board of Trustees, Executive Committee, various committees, Clergy, Director of Education, Program Director and Music Director

Supervises: Administrative Assistants (I & II), Administrative Assistant III (secondary), Bookkeeper, Full-time Custodians, Educator (secondary), Assistant to the Rabbis (secondary), Librarian, and other contract workers as necessary

Summary: The Executive Director of Temple serves as the chief operating officer of the synagogue. The Executive Director assists the Temple Board of Trustees and Committees in the development, implementation, and analysis of all policies and programs of the Temple, as well as assuring the economic, physical, and human resources necessary for a successful congregation. The Executive Director supervises the administrative and facilities staff to ensure the smooth day-to-day operations of the Temple and the effective maintenance of the Temple's properties. The Executive Director oversees the development of the annual operating and capital budgets, monitors income and expenses, and offers staff support and financial policy recommendations to the Finance/Budget Committee and the Board. The Executive Director works in partnership with the Rabbis, Director of Education, Program Director, Music Director and Youth Group Directors to meet the spiritual, educational, and community-building needs of the congregation.

Duties and Responsibilities:

I Human Resources

- A. Hire, train, and supervise all administrative and facilities personnel.
- B. Develop/revise job descriptions, salary scales, and benefits packages for all personnel.
- C. Revise Personnel Handbook and establish personnel procedures as necessary.
- D. Terminate employees as necessary.
- E. Work in collaboration with other Professional Staff to ensure that their administrative, program, and facilities needs are met.
- F. Oversees payroll and benefits administration.
- G. Secures outside counsel/consultants as necessary.

II Facilities

- A. Responsible for the security and safety, maintenance, cleanliness, and timely repair of all Temple properties.
- B. Recommend to the President, Treasurer, and the Board when unexpected or extraordinary expenditures are needed for effective property maintenance or management.
- C. Ensure that all Temple equipment is adequate for the Temple's needs and in good repair.
- D. Maintain the proper care of the religious ritual items, in consultation with the Rabbis and the Religious Practices Committee.
- E. Assures adequate insurance coverage.
- F. Manages relations with service suppliers and contractors.
- G. Develop plans for possible emergencies and disasters, update as needed.
- H. Act as landlord for Temple's two rental houses; develop annual budgets, maintain facilities, screen tenants, etc.

III Office Management

- A.** Responsible for the day-to-day operations of the Temple office, including the establishment and maintenance of regular office hours, communications and correspondence with members, etc..
- B.** Review, revise, and supervise Temple procedures, including scheduling, facilities rental, supply purchasing, etc. as necessary.
- C.** Resolve conflicts between competing requests for use of facilities and scheduling.

IV Financial Management

- A.** In coordination with the Treasurer and the Finance/Budget Committee, develop annual budget proposals for both the operating and capital budgets.
- B.** Monitor the expenses and income of the congregation and make recommendations for policy and procedural changes as needed.
- C.** Provide Treasurer and Board with timely financial reports.
- D.** Provides regular financial reports to budget managers.
- E.** Work with the Temple's bookkeeper to prepare payroll, timely and accurate statements, and member billing.
- F.** Assures payroll is processed in timely and accurate manner and that all taxes are paid and reports files in a timely manner.
- G.** Seeks cost effective options for purchasing materials and services, while maintaining quality.
- H.** Oversees relationships with banks and other financial institutions.
- I.** Prepares presentation of annual draft budgets.
- J.** Provides assistance to all committees in preparation for budget process.
- K.** Works with Treasurer to carry out an annual review of the Temple's finances.
- L.** Supervise and offer appropriate staff support to fund-raising efforts.
- M.** Work with Endowment Chair regarding investments.
- N.** Monitor special funds and report to Treasurer on a regular basis.
- O.** Prepare annual MUM report.

V Communications

- A.** Responsible for publication of monthly Bulletin.
- B.** Responsible for weekly congregational e-mail – TEMPLE news.
- C.** Create, write, and edit such other publications as the Board of Trustees or committees deem necessary.
- D.** Review and approve all publications, flyers, postcards or other materials that are sent by the Temple.
- E.** Review and approve contents of Temple's website.

VI Membership

- A.** With the Membership Involvement Committee, develop and implement strategies for the processing of new members and internally marketing Temple programs and services to our members, as well as the increase member retention.
- B.** Interview new member families and set annual Fair Share Dues amount and Building Assessment amount with each family.
- C.** Respond appropriately to member inquiries and requests.

VII Board of Trustees

- A.** Attend meetings and Serve as a resource person and provide recommendations, ideas and techniques to the President, Executive Committee and all standing committees of the Board of Trustees.
- B.** Provide monthly report to the Board.

- C. Provide staff support to the following Committees: Executive, Budget/Finance, Endowment, Personnel, Facilities, Cemetery, Gift Shop, Building Expansion.
- D. Carries out the decisions and plans of the Executive Committee and Board.

VIII Capital Campaign and New Building Project

- A. Work with the Capital Campaign Committee, the Architects, Project Manager, Construction Firm, and such other entities as necessary to assist and coordinate the design and construction of the expansion/remodel.
- B. As instructed by the Capital Campaign, Building Expansion, and Finance Committees, prepare documents for banks to use in the consideration of Temple's Loan Applications.

IX Relationships Beyond Temple Beth Am

- A. Represent Temple within the National Association of Temple Administrators and build relationships with colleagues in the region (Pacific Northwest Synagogue Executive Directors) and across the country, as well as with the Union for Reform Judaism, nationally and regionally.
- B. Represent Temple locally in venues such as the Jewish Federation Executive Directors, City Chaplain, and other appropriate organizations, etc.
- C. Represent Temple with local area schools, and rental house tenants.
- D. Identify and maintain vendor contacts to ensure best service and prices.
- E. Maintain good relationship with neighbors.

X. Miscellaneous Ongoing Responsibilities

- A. Builds and maintains positive relationships with Board members, Committee chairs, volunteers, and other members of the Congregation.
- B. Monitors Temple Insurance policies & alter as needed.
- C. Participates in congregational meetings and attends most special events of the congregation.
- D. Plans for logistics for High Holy Days, including member tickets and mailings, staffing, security, parking, facilities set up, notification of neighbors, signage, etc.
- E. Carries out such other duties as are necessary for the smooth and effective functioning of the Temple and/or have been assigned by the Board of Trustees.

Qualifications:

- ✧ Must have minimum of 10 years' experience managing organization.
- ✧ Demonstrates ability to interact effectively with diverse groups and possess excellent interpersonal skills, diplomatic and able to communicate with diverse populations.
- ✧ Demonstrates ability to manage financial matters, including budgeting and accounting.
- ✧ Demonstrates computer skills – particularly spreadsheets, work processing, data base. Desktop publishing desirable, but not required.
- ✧ Demonstrates ability to manage facilities.
- ✧ Demonstrates ability to manage and prioritize a number of tasks simultaneously.
- ✧ Demonstrates ability to work as a team player with clergy and lay leadership.
- ✧ Must have minimum of Bachelors degree; prefer Master's degree in appropriate discipline.
- ✧ Executive Director must possess substantial knowledge of Jewish ritual, history and customs. Professional and personal performance must reflect Jewish role model by displaying Jewish values and ethical considerations in all phases of the position, and reflect credit upon Temple and the Jewish community it serves.
- ✧ Demonstrates a commitment to Temple through continuing cooperation with members, leadership, clergy, and employees.

- ✧ Demonstrates courtesy, respect and compassion as essential elements in dealings with board, staff and members, as well as with other entities.
- ✧ Takes initiative to improve how work is performed.