

760 members

Role and Responsibilities of the Executive Director

Coordination Activities

Implement policy as created by Board
Suggest policy to Board as appropriate
Determine/arrange logistical support for all Temple activities
Manage conflicts on temple schedule/calendar
Liaison with committees and auxiliaries
Provide logistical support to religious school as needed
Maintain a secure and safe environment at Temple at all times

Financial Activities

Facilitate the collection of dues and monies owed
Present financial reports to leadership
Oversee accounting and bookkeeping and maintenance of financial records
Approve all Temple expenditures
Assist Executive Committee and board in developing a long-term financial plan
Manage relationships with banks and other financial institutions
Oversee the accurate and timely billing of membership accounts
Prepare and assist Board and its committees to develop annual budget
Ensure that Temple is in compliance with IRS requirements

Ritual Activities

Responsible for HHD planning and execution
Main support to clergy for all ritual activities
Counsel congregants on issues related to life cycle event planning
Responsible for logistics for Friday Night Worship and Bar Mitzvah Worship, and for all holidays/special worship services (Shavuot, Purim, Passover, Sukkot, Hanukkah, etc).

Facility Activities

Oversee maintenance and repair of the building and grounds
Maintain adequate insurance coverage
Oversee and supervise all aspects of facility rental, to members, non-members and community groups
Responsible for repair, upkeep and purchase to maintain Temple computer systems and network and all other office equipment.

Human Resource Activities

Responsible for recruitment, hiring, supervision and discipline of administrative support and custodial Staff
Oversee payroll and employee benefits for all staff
Oversees evaluations for administrative support and custodial staff

Programming activities

Oversee membership application process
Oversee database development and record keeping
Oversee communications
 Bulletin
 News releases
 Signs
Oversee management of Web Site
Oversee preparation of annual MUM report and membership list report

Other

Manage Temple Cemetery

Act as ambassador for Temple to our congregants, Jewish community as well as the City of XXX and the larger community.