

## 837 Members

### JOB DESCRIPTION EXECUTIVE DIRECTOR

The Executive Director serves as the chief administrative officer of the congregation. The Executive Director is responsible directly to the Board of Trustees of the congregation. The Executive Director:

1. Participates in the development of policies of the Board and its committees and to support and implement the various programs and policies adopted by the Board of Directors.
2. Holds responsibility for the selection, supervision, compensation and termination of all administrative supervisory and support staff. When appropriate, the Executive Director will consult with the employee's immediate supervisor. Holds responsibility for the communication, execution and implementation of personnel practices and policies with the advice and consent of the Human Resources Committee.
3. Manages the maintenance, use and preparation of all real and personal property owned by the congregation, with the advice and consent of the Building and Safety Committee.
4. Aids the Membership Committee with establishing and implementing consistent policies relating to membership services.
5. Oversees the financial operations of the congregation including the annual operating and capital budgets, annual and monthly financial reports, investments, insurance, purchasing, and development of fiscal and financial policies with advice and consent of the Budget and Finance and Investment Committees.
6. Is highly visible, available and supportive to the members of the congregation. Acknowledges the assistance, help and commitment of the volunteers. Conveys to the committees and auxiliaries a sense of importance and feeling that work and efforts are meaningful, necessary and needed.
7. Establishes reliable, effective procedures for conveying to all congregants, as well as all of our active committees and auxiliaries, that they are important and that we care about them, making their jobs easier with effective administrative and maintenance support.
8. Is an effective member of the Senior Staff through:
  - a. taking a leadership role in creating an environment of fiscal responsibility and supporting senior staff to meet this end;
  - b. working to create effective teamwork within the senior staff and within the balance of the staff;
  - c. assisting with the development of realistic and effective planning within the senior staff.
9. Assumes tasks as assigned including, but not limited to, coordinating the administrative needs of the high Holy Days and the public relations efforts of the Congregation.
10. Coordinates all volunteers and staff to achieve goals as agreed upon by lay leaders and senior staff.