

## **Position Description**

### **Executive Director**

#### **About Temple B'nai Jeshurun**

Temple B'nai Jeshurun (TBJ) is a warm, inclusive, multi-generational Reform Jewish community located in Short Hills, New Jersey. We are seeking an Executive Director to join our staff who understands that the creation of relationships and development of Synagogue as home are of utmost importance.

We are in an exciting period of innovation, having begun to envision our future as one of incubating creative projects and endeavors. Through a first-of-its-kind partnership with CLAL—The Center for Jewish Learning and Leadership, we are beginning a process of introspection and visioning, bringing together leaders from all parts of our community to imagine the future of Suburban Judaism. This process will impact every part of our congregation, ensuring that we continue to be a center for wellness, flourishing, learning, and meaning.

TBJ successfully completed a \$13M+ Capital Campaign in 2014/2015. The Campaign allowed for a substantial renovation of Temple facilities and a meaningful increase in Endowment. Another Campaign is being planned for investment in Temple programming and technology.

#### **Overall Responsibilities**

The Executive Director reports to the Senior Rabbi and the Board of Trustees and is responsible for the overall management and day-to-day operations of the synagogue. The Executive Director is an active member of the senior staff team, responsible for human resource management, financial management, programming, facilities management, as well as other duties that may be assigned by the Board of Trustees.

#### **Overall Responsibilities / Qualifications**

- A confident, flexible and well-grounded professional with experience and expertise in managing the operations of an organization or institution. Comfortable working as a leadership team member. Able to motivate volunteers and staff and to communicate and cooperate across departments.
- An organized, high energy, enthusiastic individual who can work under pressure and can meet deadlines. Must demonstrate the highest ethical standards and spirit of inclusiveness, consistent with the values of our sacred organization.
- Experience assessing and managing a complex organizational structure, with experience recommending changes where necessary, working in support of clergy and volunteer leaders in making change and in directing a multi-disciplinary management team.
- Exhibits a high level of professionalism and respect for the confidentiality of personal and financial matters.
- Demonstrated business knowledge and strong previous experience in the financial management of an organization.
- Experience in staff recruitment, development, motivation and supervision.
- An undergraduate degree is required. An advanced degree in business administration or a related area, or equivalent experience, is preferred.
- Familiarity with current trends and developments in Jewish communal life and knowledge of and respect for the practices and tenets of Reform Judaism.
- Competitive Salary based on experience.

## **Specific Duties and Responsibilities**

### **Personnel**

- Supervise all administrative, clerical, maintenance, and any other non-clergy staff in accordance with established policies, including matrixed reporting of the educational staff.
- Work with the Personnel Committee and Executive Board in establishing, reviewing, and updating personnel procedures, standards, and employee benefits.
- Develop, implement, and maintain appropriate processes and systems for efficient administration of the office and congregation.
- Assure compliance with all state and federal employment guidelines and requirements.
- Assure that proper procedures, accompanied with documentation, are followed in the hiring, discipline, and termination of any employee. Provide for proper maintenance of personnel files.

### ***Finance/Development***

- Oversee Finance Dep't functions.
- Proactively participate in efforts to finance programming, manage expenditures and develop new funding sources for TBJ.
- Actively participate in all development efforts and fund raising activities, seeking and implementing all strategies and ideas.

### ***Membership Relations/Communications***

- Be the main point of contact for all aspects of membership, including welcoming prospective members and managing the process to resolve current members' concerns and issues, including personal involvement where appropriate.
- Oversee a new, comprehensive strategic communication effort through the use of printed materials, email, telephone, interpersonal contacts and the WRT website and social media presence.

### **Program and Facilities Coordination**

- Manage facility planning strategies and oversee purchasing and upkeep of all equipment.
- Oversee Manager of Facilities.
- Advise the Board on matters effecting implementation of current plans and on long-range needs.

### **Religious Services and High Holy Days**

- Assure proper organization and readiness for all religious services and holy day observances.
- Oversee all administrative aspects of the High Holy Days including, but not limited to, membership data, verification of eligibility to receive tickets, publicity, ticket distribution and sales, memorial book, ushers, security, and all logistics at the Community Service and off-site family service venues.

### **Administration and Miscellaneous**

- Provide assistance and support to the professional staff in the implementation of congregational and school programming.
- Assist the President and other applicable committee chairs in the development of monthly Board agendas, e.g., personnel, finance, etc.
- Participate in meetings of the Board of Directors, Executive Committee, and appropriate committees.
- Assure Board and Congregational decisions are in compliance with Temple by-laws.
- Provide for adequate insurance coverage in all areas including property, casualty, liability, and workers' compensation.
- Create and/or maintain policies and procedures manuals.
- Participate in the local Temple Administration Chapter and the National Association of Temple Administrators (NATA).