

POSITION DESCRIPTION

Temple Beth Sholom, a dynamic Reform congregation of approximately 1,100 families is seeking to hire a new Executive Director (ED). The ED is an integral part of our management team, functioning as a “Chief Operating Officer” of the Temple as well as a key partner with the clergy, professional staff and lay leaders to fulfill our mission.

Mission: Temple Beth Sholom is a vibrant, inclusive Jewish congregation in Miami Beach affiliated with the Union for Reform Judaism. We develop meaningful relationships and transformative experiences by committing to our core values: Spirituality (עבודה, *Avodah*), Lifelong Education (תורה, *Torah*), Community (קהילה, *Kehilah*), Israel (ישראל, *Yisrael*) and Repairing The World (תקון עולם, *Tikkun Olam*).

The ED reports to the Board of Trustees through the President and supervises the Temple’s senior operational staff¹. The ED works closely with the Senior Rabbi to support and implement her overall vision for the Temple’s continued health and growth.

The ideal candidate possesses:

- A minimum of 5 years’ experience managing a mid to large size, multi-faceted organization, with an annual budget of at least \$5 million²
- The ability to motivate, manage, and develop office, maintenance and advancement staff
- The initiative and drive to research and integrate best-practices and new ideas in order to streamline or otherwise improve operations
- A high ‘EQ’ paired with the ability to navigate social complexities and communicate information effectively (one-on-one, and in a group setting), both verbally and in writing
- Strong team-building, collaboration and consensus-building skills; truly thrives as a member of a team
- A detail-oriented nature and exemplary follow-through
- Technically conversant in current platforms relating to CRM, communications and social media (expertise not required, but general knowledge)
- Personal values aligned with TBS culture of warmth and inclusiveness

¹ At TBS, all Clergy and Educational Staff and Director of Engagement report to the Senior Rabbi, while the directors of Communications, Facilities, Advancement, Membership, Finance and Development report directly to the ED.

² Note: an applicant may be considered if he/she has sufficient experience running a complex organization for a minimum number of years and a track record of excellence in managing the financial side of the business.

RESPONSIBILITIES

Administration

- The ED is responsible for the smooth administrative functioning of the Temple, in compliance with Temple policies/procedures and all applicable laws and as such will:
- Regularly review Temple's technology needs (hardware, software, apps) relating to general administration, website and social media pages, membership records, finance, educational programs, and physical and cyber-security and oversee acquisition and proper implementation of new systems
- Serve as Temple staff liaison to Board committees as agreed upon with the Temple president
- Hire all office and other personnel falling under the ED's line of supervision
- Ensure HR policies, procedures, and payroll are adhered to for all Temple employees (including setting or assisting in establishing measurable goals for employees, including periodic evaluations)
- Assist clergy and professional staff with implementing and monitoring compliance with said policies
- Maintain membership in and attend appropriate professional organizations (ex. URJ, NATA)
- Be a "public face" of Temple Beth Sholom in the community, both locally and nationally

Finance and Budget

- Supervise Director of Finance in preparation of proposed annual budget, and monitor implementation of approved budget during the course of the year
- Monitor financial performance monthly in relation to the budget; advise the Board appropriately
- Work with outside auditors to review the Temple's financial statements, as required
- Collect annual and other financial commitments

Revenue Generation

- Supervise and work with Director of Advancement regarding development, implementation and evaluation of fundraising programs
- Interface with the Temple's Foundation to monitor investments
- Periodically evaluate revenue-generating Temple programming such as congregational dues, pre-k and school growth, and other sources of Temple income

Facilities

- Supervise Facilities Manager to ensure that physical plant remains in good condition and repair
- Ensure smooth operation and appropriate appearance of building, grounds, property and equipment (including technology, sound systems and live-streaming), maintaining same in excellent condition
- Maintain religious and ritual articles in good condition and repair

Safety and Security

- Working with the Security Committee and consulting with local law enforcement, continuously assess security needs of the Temple, its building and grounds and make recommendations to the Board
- Work with security staff to ensure proper implementation of approved security recommendations

Religious Services and Programs

- Attend major holiday services and celebrations, not limited to High Holy Days, several Shabbat services and B'nai Mitzvah services
- Attend other Temple programs as agreed to with Temple President and Senior Rabbi
- Supervise and provide support for all administrative/logistical aspects of High Holy Days services, in coordination with clergy

Record-keeping

- Be proficient in the ShulCloud system in order to maintain accurate and current synagogue records³
- Maintain confidentiality of current records pertaining to Temple Congregation and Temple Board business
- Attend all meetings of the Board of Trustees, and any committee meetings as requested by the president, including but not limited to any Board Retreats and weekly "President's" Meetings

Membership

- Support recruitment and retention of Temple members
- Supervise and provide support for Director of Membership in all duties including maintaining membership records
- Analyze membership data and trends and report regularly to Board
- Work with the Senior Rabbi, Director of Congregational Engagement, Director of Membership and Communications/Marketing teams, lay leadership and others to create and maintain an atmosphere of warmth, inclusion and engagement, nurturing relationships with current members as well as prospective inquiries

³ As ShulCloud is still a relatively new CRM system to the market, it would be expected that the ED be thoroughly trained immediately if he/she is not already familiar. Experience using a similar CRM system is important.

- Handle financial aspects of membership, including special arrangements relating to annual commitment
- Demonstrate and promote the Temple image of being caring, courteous and discreet with respect to financial information and related circumstances of its members

Lay Leadership Development

- Work with the Temple President, the Senior Rabbi, senior staff and the Leadership Development Committee to identify, engage and cultivate lay leaders within the congregation

Marketing & Communications

- Supervise Marketing/Communications Director to ensure that Temple Website and Social Media platforms are being thoroughly utilized and are kept current, and all communications to members are clear and consistent with our vision

Strategic Planning

- Together with senior lay leadership, clergy and professional staff, monitor strategic planning processes that are consistent with strategic plan(s) adopted by the Board

Interested parties should send resumes to EDsearch@tbsmb.org.