



6301 MONTROSE ROAD  
PHONE: 301-881-6550

ROCKVILLE, MD 20852  
FAX: 301-881-6221

**JOB TITLE:** Executive Director  
**REPORTS TO:** Executive Committee and Board of Governors  
**POSITION LEVEL:** Full Time; Salaried/Exempt

#### SUMMARY:

B'nai Israel Congregation is seeking an innovative and collaborative, **Executive Director** to lead our administrative, finance, educational and membership development areas. In this role, you will serve as B'nai Israel Congregation's General Manager and Chief Executive Officer, representing the officers and Board of Governors of the Congregation in administering its business affairs. As such the Executive Director will be looked upon to be both creative and strategic in leading this congregation towards achieving its goals. The Executive Director is an active member of the synagogue community, and visible and approachable, especially at times when the largest numbers of congregants are in the building such as Shabbat and Holiday services, large programs and special events.

#### RESPONSIBILITIES

##### General

- Work as a collaborative leader, ensuring the general welfare of the Congregation by instilling and managing a professional, efficient business office environment and utilizing technology to ensure prompt, accurate fiscal control and management.
- Oversee the adherence to policies that maintain and respect privacy and confidentiality of all congregants and staff.
- Set goals that are aligned with the synagogue's mission and work with the staff team to ensure efficient and effective processes are implemented to achieve these goals.
- Participate in all meetings of the Board of Governors and Executive Committee as well as those of other committees as requested or required. Guide and assist the Congregation's officers and committee chairs in planning and fulfilling their responsibilities.
- Conduct environmental scanning to remain apprised of activities in the Washington metropolitan area Jewish community and participate where appropriate; establish, develop and nurture relationships with the neighboring Jewish and community organizations.
- Cultivate new lay leaders for positions on the Board of Governors and work with the President to create leadership development programs and opportunities for them.

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## **Administrative**

- Conduct all business negotiations and activities of the Congregation.
- Create, deploy and oversee management processes that yield measurable, quantifiable results, enabling continuous improvement.
- Oversee the hiring, termination, assignment and training of office staff, ensuring optimum utilization.
- Provide ongoing mentorship to each direct report and conduct a formal performance evaluation annually. Counsel employees whose performance requires improvement.
- Oversee the coordination of all secular aspects (parking, security, rentals, etc.) of the Congregation's Shabbat and Holiday services.

## **Communications**

- Oversee the marketing and communications vehicles promoting the synagogue including maintenance and frequent updating of the Congregation's website so that it is a relevant resource for all members of the B'nai Israel community and greater community.
- Work with appropriate staff to develop a communications plan to implement effective methods for sharing B'nai Israel's mission and efforts that support said mission to members and the greater community, electronically and otherwise.

## **Financial**

- Ensure that the Congregation is cost effective in all facets of operations and develop and maintain strong knowledge of the Congregation's financial operations and budget.
- Make certain that an adequate system of internal controls exists to ensure the proper handling/separation of responsibility for receipts and disbursements.
- Assure, with the advice of the Congregation's appropriate committees, the proper tracking and management of investment and endowment funds.
- Work effectively with the accounting department and officers of the Congregation and employ at all times appropriate discretion and respect for privacy with respect to management of account delinquencies and administration of dues variances.
- Administer the annual Budget process.

## **Membership Recruitment and Engagement**

- Act as a beacon of goodwill on the part of the Congregation, with warmth and sensitivity and act as a liaison to establish and maintain cordial relations between members, officers, employees, and affiliates.
- Oversee maintenance of accurate membership records that reflect all pertinent data regarding all prospective, active and resigned members.
- Generate ideas for member recruitment and retention in collaboration with appropriate staff.

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Insure the implementation of an onboarding process to integrate new members into the congregation.

**EXPERIENCE NEEDED:**

- Bachelor's Degree required, Master's Degree in relevant field preferred
- Superior personnel management and demonstrated leadership skills
- 5+ years' experience as the Executive Director or deputy ED in a non -profit environment
- Facilities management, and financial management
- Deep appreciation and knowledge of Jewish values, culture and tradition

**QUALIFICATIONS DESIRED:**

- Ability to effectively lead teams
- Maintain effective communication across teams
- Strong customer service orientation
- Strong organizational skills
- Strong verbal and written communication skills
- Excellent attention to detail and ability to multi-task

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