

**April 30<sup>th</sup>, 2018**

**Temple Beth Elohim  
Executive Director, Operations and Administration  
Job Description and Requirements**

Temple Beth Elohim is a thriving and diverse sacred community that helps our members connect more deeply to Judaism and to each other. We are driven by Jewish values and the ideal of a home where each of us can be the person we seek to be based on community and the teachings of our Jewish tradition. We are steadfast in our efforts to create a community engaged in joyous and meaningful prayer, lifelong Jewish learning, excellence and innovation in education, and dedicated social activism.

We are defined by our beautiful music and are known as a destination for innovative Jewish music creation. We are further defined by our top quality educational offerings for pre-school through B'nei mitzvah and a vibrant teen community that keeps many high schoolers engaged.

We are a Reform Synagogue of more than 1,200 families from more than 37 different cities and towns from the suburbs of Boston.

**The role of the Executive Director, Operations and Administration**

We are seeking an outstanding leader to join our team. The Executive Director (ED) will work in sacred partnership with the clergy, staff and lay leaders and act as the senior operating and administrative officer to oversee the operations of the

synagogue. The ED will be a champion for TBE's vision and values and will carry out all her/his responsibilities and interactions in a way that is consistent with them.

- The ED reports to the Senior Rabbi with a strong dotted line to the Board President.
- In addition to the Senior Rabbi, the ED works in close partnership with the ED, Jewish Living, the Board and lay leaders
- The ED plays a key role in establishing and assessing long-range plans and strategic initiatives and managing day to day operations and financial performance.

**The ED's principal responsibilities include:**

- Overseeing all financial operations such as implementation of an effective system of accounting and internal controls, administration of financial assistance programs, financial reporting, financial planning and analysis. Manages relationships with lending institutions and outside auditor. Strong interface to VP Finance and Finance Committee.
- Overseeing TBE's technology infrastructure and strategy to provide modern, cost effective IT solutions for financial, membership, communications, security, philanthropy, and other operational and analytic needs
- Works with the Director of Development and the VP Development, to establish and oversee a development plan to meet TBE's annual and longer-term philanthropy objectives.

- Works closely with the VP Communications to establish and implement a cohesive communications strategy including website, email, bulletins and social media.
- Oversees human resource requirements including payroll, benefits and systems for compensation and performance evaluations.
- Oversees the management of the TBE infrastructure, including all matters pertaining to facilities use, building operations, maintenance, refurbishment planning, functions and security with the VP Administration. Acts as main central point of contact for the High Holidays logistics, working with the VP of T'filah.

### **Qualifications - The successful candidate will possess:**

- ... a positive, can-do attitude and demonstrate the ability to navigate interpersonal relationships with clergy, senior staff, lay leaders and temple members - a true leader and team player.
- ...very strong management and communication skills working with all constituencies with sensitivity and understanding.
- ... a proven track record of successful leadership and administrative and operational management in organizations of similar size and scope.
- ... strong financial and analytic skills and a working knowledge in facilities, modern information technology systems and have the ability to lead the temple forward in the areas such as technology and resource management.

Interested applicants should send a resume and cover letter to  
edtbe2018@gmailcom