

Congregation Kol Ami-West Hollywood's Reform Synagogue
Chief Administrative Officer
Job Description Overview

The Chief Administrative Officer is responsible for the overall management of the Congregation and the fiscal health of the organization. Partnering with the Rabbis and Board of Trustees and Executive Committee, the CAO will create a culture of excellence and growth that will permeate all areas of the Congregation – making a positive impact on the lives of our membership and in the community

The Chief Administrative Officer is a key member of Congregation Kol Ami's Senior Management Team and reports to the Senior Rabbi with a secondary relationship to the Congregational President.

We offer a nice compensation package, great people to work with and an opportunity to make an impact. We are located in West Hollywood, CA in a vibrant Los Angeles neighborhood!

Mission:

Congregation Kol Ami is a progressive, Reform congregation rooted in a rich Jewish tradition, with commitment to social justice, Israel and diversity that guides us in the present and transforms our future.

Key Skill Areas Required:

- Strong interpersonal and organizational skills, including the ability to communicate effectively and efficiently prioritize responsibilities
- Budget and fiscal management
- Facilities management
- Project and special event management
- Membership development
- Fundraising, Marketing and Public Relations
- Computer proficiency – including MS Office, Database Management and Social Media.
- Must be available, when needed, for weekend and evening events.
- Passion for the mission and desire to make a difference

Lead staff person for the following areas:

- Office Management and Congregation Administration
- Facilities
- Finance/Budget/Investment
- Membership Development, Fundraising and Marketing
- Program and Event Management

To apply:

Resume and cover letters to CAOJob@kol-ami.org. No Phone calls Accepted.
All resumes will be held in confidence.

Congregation Kol Ami
Chief Administrative Officer

Job Description
Summary of Duties

Administration

- Management of the Office and Administrative Aspects of Congregation.
- Manage congregation's Information Technology System, Phone System, Audio-Visual Needs, Website and Live Streaming.
- Negotiate outside vendor contracts, and serve as purchasing agent.
- Support volunteer leadership structure of congregation
- Oversee major congregational events and projects including High Holy Days
- Oversee the execution of all non-ritual aspects of community programs/ worship services/ life cycle events for Congregation Kol Ami and tenants.
- Attend events as a senior representative of the staff and will be responsible for scheduling staff at events.
- Supervision of administrative staff (i.e. Bookkeeper, Administrative Assistant and Receptionist) and maintenance staff; maintain employment records
- Build strategic alliance with community organizations in the g/l/b/t community, West Hollywood community and Jewish community.

Facility:

- Management of Facility including overseeing leases, tenant relations and of outside rentals of facility and oversee building/capital improvements as needed.
- Manage all maintenance, upkeep, repairs, construction, organization, and security of the synagogue, temple grounds, property and equipment, including IT and AV.

Fiscal

- Working with the budget committee, create and administer annual budget.
- Develop and implement accurate and timely financial reporting system
- Obtains and maintains all congregational insurance; Review Temple insurance policies annually to ensure adequate coverage
- Make sure the systems of congregation - including financials are properly maintained. Manage cash flow of the congregation and investments.
- Supervise (part-time) bookkeeper.

Development and Membership

- Maintain accurate membership and donor records, including yahrzeit notifications.
- Membership Recruitment and follow up on new members/potential members, including meeting with members/potential members and negotiating financial arrangements, if appropriate.
- Plans, implements and manages Temple development and fundraising plan/efforts including: annual giving, planned giving, grants, sponsorships and capital campaigns.
- Tracks giving and assists Board in donor stewardship
- Senior staff for Temple's annual event/gala.
- Work with Rabbi and nominating Committee on leadership development
- Donor Recognition and Ongoing Engagement, including the timely recognition of donors and ongoing stewardship.

Marketing and Public Relations

- Oversee and implement marketing plan for the congregation
- Supervise production of congregational newsletters
- Working with the volunteer leadership, create marketing materials including brochures, ads, press releases and supervise their distribution.
- Direct and oversee conventional and web-based Marketing for PR and Development; including a weekly newsletter, the temple website, social media channels, press releases and written, phone and online solicitations.

Other Duties and Responsibilities as Assigned by the Rabbi or Board of Directors.

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