

Title: SYNAGOGUE ADMINISTRATOR/OFFICE MANAGER

Function: The Administrator serves as the chief administrative officer of the congregation in accordance with the core values, guidelines and objectives set forth by the Board of Trustees and By-Laws of the Synagogue. The Administrator is responsible for the implementation of the policies of the Board of Trustees. The Administrator is responsible for the day-to-day synagogue administration including all support functions: management of volunteers, fiscal and administrative affairs, supervisory jurisdiction over all administrative, clerical, and building maintenance personnel.

Relationships: The Administrator reports to the Board of Trustees through the President of the Congregation. The Administrator is a member of the professional team, assisting the Executive Committee, President of the Congregation, and appropriate committees. The Rabbi serves as the Administrator's day-to-day supervisor. The Administrator is expected to collaborate and coordinate with the Rabbi and the Director of Education on administrative matters.

Principal Duties: The Administrator is expected to delegate some tasks outlined below and provide appropriate supervision. Under the general direction of the President of the Congregation and in close consultation with the Rabbi, the Administrator is responsible for assuring the performance of the following functions either personally or through the staff or volunteers:

1. **Fiscal:**

Assist the Treasurer in maintaining fiscal records and presenting monthly and annual financial reports.
Assist the Treasurer in the preparation of the annual budget.
Identify and maintain vendor contracts to ensure best services and prices.
Serve as the central purchasing agent assuring cost effectiveness.
Monitor all expenditures.
Research, monitor and recommend to the Board of Trustees benefit packages including health insurance, disability insurance, retirement plans for all staff as appropriate.
Assist in planning and implementing fundraising activities.

2. **Membership:**

Maintain positive relationships with current members regarding all aspects of synagogue activities.
Be a welcoming contact for potential members.
Work with the Member Involvement Committee to implement procedures for welcoming, enrolling and providing information to new and potential members.
Maintain accurate membership records which reflect all pertinent data as to individuals and families

3. **Office Management:**

Supervise office staff, volunteers and contract employees
Develop job descriptions, document and evaluate performance, and manage salary administration.
Develop and implement office policies and procedures.
Train new staff and oversee the continued training of existing staff.
Maintain record for CBI boards and committees, membership lists, archives and newsletters
Supervise the day-to-day operations of the synagogue office.

4. **Administration:**

Oversee member communication including the Shofar, e-blasts and mailings.
Attend monthly Board of Trustees and Executive Committee meeting as requested by the President.
Maintain Synagogue website, calendar and social media platforms.
Ensure that appropriate financial controls are in place.
Oversee cemetery operations, including record keeping and maintenance.

5. Religious Services and Programs:

Provide administrative and logistic support required for Shabbat and life cycle events, High Holy Days, events, programs and festivals.

6. Facilities and Equipment:

Develop and oversee the general and preventative maintenance of the synagogue's facilities and equipment.

Provide on-site supervision of repair, grounds maintenance, and renovation projects.

Obtain competitive bids for services, projects, and contracts.

Monitor utilities usage and identify areas for improvement and corrective action.

Maintain good relationship with neighbors.

7. Program and Calendar:

Coordinate scheduling of activities for all Synagogue groups.

Supervise planning of the year's activities to ensure a balanced calendar.

8. Rentals:

Oversee the rental of the facilities to members and the community at large including contracts, collections, and scheduling of staff.

Implement and enforce synagogue policies in regard to caterers, photographers, musicians, etc.

Qualifications and Prerequisites:

- ❖ Strong analytical and conceptual skills
- ❖ Excellent interpersonal skills and an ability to interact effectively with congregants, Board of Trustees and staff
- ❖ Excellent written and verbal communication skills
- ❖ A working knowledge of Microsoft Office Suite
- ❖ Flexibility to adapt to changing circumstance and priorities
- ❖ Sufficient Jewish knowledge to direct synagogue activities
- ❖ Demonstrated ability to proactively manage financial resources including budgeting with an understanding of Quickbooks
- ❖ Experience in facilities management and contemporary technology, including website management and social media
- ❖ Experience with volunteer activities
- ❖ Ability to move from place to place, ability to sit and utilize a computer terminal, ability to lift 30 lbs.