

## Executive Director Job Description

### Temple Emanu-El Dallas, Texas

**Temple Emanu-El** is a vibrant, growing Reform Jewish community of 2,600 families that strives to be a place of sacred encounter. It is a place where learning, prayer and deeds change people's understanding of themselves, of their world and their responsibilities in it. At Temple Emanu-El, the creation of a vibrant and meaningful community is both an enduring value and an ongoing endeavor. For us, community means a sense of warm welcome, meaningful relationships, and mutual responsibility, made manifest every day in the way that Temple Clergy, Staff and Lay Leaders work together to move our congregation forward.

**The Executive Director of Temple Emanu-El should be** a strong, collaborative leader who can work in partnership with Clergy and Lay Leaders to craft a vision and then lead Temple staff and volunteers as they strive to make that vision a reality. The Executive Director should exhibit superior partnership and supervisory skills for working with lay leadership, clergy and staff; outstanding executive function and organizational practices; a passion for serving the Jewish community; and a commitment to helping our members have a sense of sacred encounter in every interaction with our congregation.

**The Executive Director of Temple Emanu-El demonstrates the core competencies of:**

Leadership, organization, collaboration, initiative, strategic thinking, imagination, clear communication, good listening, confidence and compassion.

**The Executive Director of Temple Emanu-El reports to the President of the congregation, and is responsible for:**

- **Financial Oversight** of a \$15 million budget with assistance from the **Controller** who leads the Finance Department. This includes among other responsibilities: Development and oversight of annual budget, day to day financial operations, compliance with all tax regulations, financial management of Temple funds and Temple Emanu-El Foundation assets.
- **Facilities Maintenance and Management**, with assistance from **Director of Facilities Operations**. This includes among other responsibilities: Cleaning, Maintenance, Capital Improvements, Lifecycle/Outside Event Coordination, Information Technology Support, Security, Sound/AV Support.
- **Membership Engagement** through the leadership of the **Associate Executive Director** who leads and supervises the Engagement/Membership/Program Teams and supervises the **Communications Director**. The work of these departments includes among other responsibilities: Membership recruitment, retention, financial support, maintenance of records and reporting. Programs to engage members at all demographics including cultivation of leadership. Planning and implementation for celebrations of Shabbat, Holidays and High Holy Days. Creation and distribution of print and electronic materials.
- **Development and Fundraising Oversight** through the leadership of the **Development Director** and staff team. This includes cultivation of donors, solicitation and stewardship

for the Annual Campaign, a future Endowment Campaign, donations to various funds, and nurturing a culture of philanthropy within the congregation.

- **Cemetery Management** with assistance from the **Cemetery Manager**. This includes: daily operations, sales and administration of the cemetery and mausoleum.
- **Early Childhood Education Center Oversight** through the leadership of the **Early Childhood Education Director**. This includes supervision of the director and the budget.
- **Administrative Leadership and Implementation** of Strategic Planning, Human Resources and Staff Development, Employee Benefits, Risk Management, Contractual agreements, support for President, Executive Committee and Board of Trustees in partnership with lay leaders and full-time administrative support.