

Executive Director

Temple Israel is seeking an Executive Director to help lead the congregation to its 100th anniversary in three years. Temple Israel of Greater Miami is a diverse urban synagogue located in downtown Miami. We are a vibrant and caring Reform congregation committed to life-long Jewish education, social justice and spirituality.

RESPONSIBILITIES:

- Manages, oversees and is ultimately responsible for the Temple budget, its physical plant, supervision of all personnel
- Supervision of all contractual and non-contractual relationships with third-party vendors, and the overall management and day-to-day operations of the Temple.
- Responsible for program management, ability to organize and strategize all fund-raising activities including capital campaigns, annual and other major revenue enhancements, in partnership with the Clergy, Education Director and lay leadership
- Coordination of membership recruitment and retention and resource management (both financial and human).
- Attendance at services, committee meetings and Temple events is an important role for the Executive Director to be a team player.

The Executive Director must have passion for and commitment to the mission of the Temple and demonstrates commitment to valuing, nurturing, and celebrating diversity. S/he must have senior leadership and management experience including proven ability to lead. Preferably, the Executive Director must have experience in areas of strategic planning, financial management, marketing, and facility management. Non-profit and/or membership-based Jewish organizational experience desirable. The Executive Director must have experience developing effective relationships with an active Board of Trustees. A Bachelor's degree in Business Administration or an equivalent related field is preferred. Additionally, the Executive Director should be self-directed and organized, have strong verbal and written communication skills. Familiarity with Chaverware a plus.