

# Executive Director- Rockdale Temple

## Job Posting

### OVERVIEW:

K.K. Bene Israel, familiarly known as Rockdale Temple, is a reform synagogue in Cincinnati Ohio and is the **oldest congregation west of the Allegheny Mountains**. Founded in 1824, Rockdale Temple has been at the forefront of Reform Judaism in America and was one of the founding congregations of the Union of American Hebrew Congregations and the Hebrew Union College-Jewish Institute of Religion.

The Executive Director works alongside the Senior Rabbi, Associate Rabbi/Director of Education and almost 400-member families. The successful candidate will be a vibrant, forward-thinking religious professional able to work with a diverse membership including multi-generational families, legacy members and new members.

Located in Amberley Village, Rockdale is on the Ridge Road Mayerson JCC Campus. During our 195-year history, nine rabbis have been our spiritual leaders.

### FUNCTION:

The Executive Director serves as the chief administrative office of the congregation in accordance with the principles, guidelines, and objectives set forth by the Code of Regulations and the policies of the Temple. The Executive Director is responsible for the implementation of the policies of the Board of Directors, provides the day-to-day management of Temple fiscal and administrative affairs, and has direct supervisory jurisdiction over all administrative, clerical, and building personnel, but not over clergy.

### RELATIONSHIPS:

The Executive Director reports to, takes direction from, and is accountable to the President of the congregation, on behalf of the Board of Directors. The Executive Director also takes guidance from the Senior Rabbi.

### PRINCIPAL DUTIES:

Under the general direction of the President of the Congregation, and in close consultation with the Senior Rabbi, Associate Rabbi, officers, and committee chairs, the Executive Director is responsible for assuring the performance of the following functions either personally or through the Executive Director's staff:

- Supervise the day-to-day operations of the Temple Office.
- Supervise and evaluate the performance of all staff (with the exception of clergy and the confidential content of the clergy's secretary's work).
- Assure that Temple policies are followed and recommend amended or new policies to the Board where appropriate.
- Provide administrative and logistical support required for the smooth running of all Shabbat, life cycle, festival, and High Holy Day services and activities.
- Support and manage membership retention, development, and recruitment.
- Provide contact with prospective and new members, offering information on services, programs, and financial support.
- Maintain accurate membership records that reflect all pertinent information on all individuals and families.
- Attend Board and committee meetings as appropriate.
- Oversee, with the Board, all financial support and fundraising activities.
- Oversee, with the Board, all marketing activities.
- Oversee the rental of Temple facilities to the community including contracts, collections,

- and scheduling of staff in consultation with the facilities manager.
- Assist the Finance Committee in the preparation of the annual budget.
- Assist the Treasurer and Temple Accountant in maintaining fiscal records and in presenting monthly and annual financial reports to the Board and to the members.
- Manage all Temple communications, publications and publicity, including supervision of social media.
- Serve as a liaison between the Congregation and the community to promote the Temple's visibility and good reputation.
- Participate in Association of Temple and Synagogue Administrators and NATA (National Association of Temple Administrators).
- Must embrace and appreciate the Temple's values for Jewish life.
- Maintain the various Temple records, e.g. membership data, newsletters, minutes, and all historical archival records.

**IDEAL CANDIDATES' QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's degree or higher in business, management, finance, human resources, or other related field.
- Collaborative leadership style in an operations, administration or finance role.
- Strong interpersonal skills and experience building teams with staff and volunteer leaders.
- Strong financial acumen with ability to read and interpret financial statements; accounting expertise not required.
- Experience with facilities management and/or event management.
- Responsible for human resource management, or significant HR experience as a manager.
- Must have previous experience in managing staff.
- Strong customer service orientation and effective communication skills.
- Demonstrated desire for ongoing learning and personal development.
- Non-profit experience with a membership based organization is a plus.
- Donor cultivation or fundraising experience a plus.
- Knowledgeable and conversant in Social Media usage.

Rockdale Temple will offer a compensation and benefit package appropriate for the experience and skills of the successful candidate.

To apply for this position please email cover letter and resume to [kleinerman@jvscareers.org](mailto:kleinerman@jvscareers.org) .