

Temple Sinai  
Job Description Executive Director

Function: The Executive Director serves as the chief administrative officer of the temple in accordance with the principals, guidelines and objectives set forth by the Board of Trustees and the By-Laws of the Temple. The Executive Director is responsible for the implementation of the policies of the Board of Trustees. The Executive Director provides the day-to-day management of Temple fiscal and administrative affairs and has direct supervisory jurisdiction over all administrative, clerical, and building maintenance personnel.

Relationships: The Executive Director takes direction from and is accountable to the President of the temple and the Board of Trustees. The Executive Director also takes direction from the Rabbi as required. The Executive Director is expected to collaborate and coordinate with the Rabbi, Cantorial Soloist, Director of Education and Director of the Pre-school on administrative matters. The Executive Director will work closely with the controller for day-to-day financial operations and managing the finances within the approved budget.

Principal Duties: Under the general direction of the President of the temple and in close consultation with the Rabbi, Cantorial Soloist, Director of Education and Director of the Pre-school as well as other Officers and Chairs of the appropriate committees, the Executive Director is responsible for assuring the performance of the following functions either personally or through temple staff.

1. Office Management:

- Supervise all non-professional staff.
- Assist in hiring and firing all nonprofessional staff.
- Develop job descriptions, document and evaluate performance, and manage salary administration of all non-professional staff.
- Develop and implement office policies and procedures.
- Train new staff and oversee the continued training of existing staff.
- Supervise all office systems.
- Supervise the day-to-day operations of the Temple Office.

2. Religious Services:

- Provide administrative and logistic support required for the smooth running of all Shabbat and life cycle services, High Holy Day services and festivals.

3. Property and Equipment:

- Maintain the property in good condition by authorizing necessary repairs, replacements and maintenance, and making recommendations to the Board when extraordinary expenditures are required.
- Supervise the custodial staff to be sure that the property is kept in a state of cleanliness and repair, and custodial help is available when needed.
- Provide on-site supervision of repair, grounds maintenance, renovation and expansion projects.

Negotiate, with finance committee and the controller approval,  
appropriate insurance protection for the building and its contents.  
As appropriate, obtain competitive bids for services, projects, and contracts.  
Maintain the program of preventive periodic maintenance.  
Monitor utilities usage and identify areas for improvement and corrective action.

4. Membership:

Provide initial contact with prospective and new members,  
offering information on services, programs, and dues structure.  
Provide accurate membership information to the controller which  
reflect all pertinent data as to individuals and families.  
Assist in planning of strategies for growth and membership retention.  
Conduct an exit interview with all members leaving the Temple.

5. Board Committees and Auxiliaries:

Serve as a resource for committees and auxiliaries.  
Serve as a liaison between committees and auxiliaries.  
Help staff committees, and assist with the planning and implementation  
of their programs.  
Attends special committee meetings as warranted.

6. Fundraising:

Assist in the development and supervision of all fundraising activities.

7. Program Coordination & Calendar Development and Management:

Coordinate scheduling of activities for all Temple groups.  
Supervise the pre-planning of the year's activities to ensure a  
balanced calendar.  
Provide the administrative and logistical support required for the  
smooth running of events.  
Outreach to Jewish Nevada calendar for event placement.

8. Purchasing:

Serve as the central purchasing agent assuring cost effectiveness.  
Work with the controller to monitor all expenditures.

9. Rentals:

Oversee the rental of the facilities to members and the community at  
large including contracts, collections, outsourcing and scheduling of staff.  
Develop, implement and enforce Temple policies in regard to caterers,  
photographers, musicians, etc. who provide services within the  
Temple building.

10. Fiscal:

Assist the finance committee in the preparation of the annual budget.  
Assist the controller in monitoring the collection of dues.

Survey and make recommendations on dues and fees.

11. Public Relations:

Serve as a liaison between the Congregation and the community in order to promote Temple Sinai's visibility.

Maintain ongoing contact with the local media.

Act as an advisor and assist with all Temple publications (i.e., *Shofar*, mailings, flyers, directory, etc.)

12. Professional Development:

Participate in local Association of Temple and Synagogue Administrators and NATA (National Association of Temple Administrators) in order to network with other administrators and gather information.

13. Temple Records/Archives:

Maintain the various Temple records, e.g. membership data, newsletters, minutes, and all historical and archival records.

Salary is competitive and commensurate with experience. Benefits include paid vacation and sick leave, medical insurance, and time off for both federal and Jewish holidays.

The successful candidate will have the following qualifications:

- Minimum of five years' management experience in synagogue or non-profit
- Track record of responsibility for operations, events, communications and community relations.
- Leadership experience including working with staff and volunteers.
- Experience in personnel matters. Proven aptitude working with a tight-knit staff, including hiring, providing oversight, and reviews.
- Strong financial-management background including budgets, financial reporting, and spreadsheets.
- Working understanding of Jewish life and practices.
- Proficient computer skills including Microsoft Office applications, Word, Outlook, Excel, basic database and internet applications.
- Excellent interpersonal skills.