

Temple Executive Director Job Description

Temple B'nai Or is a Reform Jewish congregation in Morris County, NJ. We are a welcoming, diverse and caring community dedicated to serving God by serving others and connecting the values and visions of the Jewish People to our lives today. Our well established, 425+ member synagogue has a rich history of spiritual, cultural, educational, and social programs, including a strong musical tradition. We seek a collaborative, highly skilled, innovative and energized individual to join our leadership team. A passion for Jewish life, enthusiasm for advancing our mission, and a commitment to helping us sustain and grow our community are key attributes.

- The Executive Director serves the needs of the congregation and ensures that clergy, senior staff and lay leadership have the support to function effectively in meeting congregants' religious, pastoral, social and community needs.
- The Executive Director is responsible for effective and congregant-focused communications and programming to ensure membership retention and encourage membership acquisition.
- The Executive Director is responsible for the management and supervision of the Temple's budget and finances, administrative functions, personnel and facilities.
- The Executive Director serves as the chief administrator to implement Temple policies, procedures and decisions of the clergy, Temple officers, Board of Trustees and committees.

Relationships

The Executive Director takes direction from and is accountable to the President and the Board of Trustees. The Executive Director also takes direction from the Rabbi and is expected to collaborate and coordinate closely with the clergy (Rabbi and Cantor) and senior staff (Director of Religious School and Director of Early Childhood Education). The Executive Director serves as a primary point of contact to staff, lay leaders, and congregants with respect to all operational aspects of temple life.

Specific Responsibilities

The Executive Director is responsible for assuring the performance of the following functions either personally or through his/her staff:

Administration:

- Create and/or implement administrative procedures for routine Temple business and emergency situations
- In collaboration with the Rabbi and Board of Trustees, establish, implement, update and enforce the policies and procedures of the Temple and publish such policies and procedures in an employee manual and a lay-leader or volunteer manual
- Responsible for all information and technology systems required to support temple functions including document management, financial spreadsheets, website, Temple presentations, social media and others
- Maintain accurate and secure Temple records including contracts and permits, the Temple Constitution and By-Laws, meeting minutes and historical materials.

- Maintain accurate and confidential files on all congregants including family demographics, yahrzeits, anniversaries, births and deaths.
- Attend meetings of the Executive Committee and the Board of Trustees and committee meetings as necessary
- Schedule and attend all Senior Staff meetings
- Schedule and lead regular administrative staff meetings

Personnel:

- Hire, train, evaluate and manage performance of administrative and maintenance staff
- Create and maintain consistent personnel policies and procedures for all Temple employees in accordance with federal and state law.
- Arrange for trainings necessary for staff to fulfill their job responsibilities
- Supervise all administrative and maintenance staff, contractors, and consultants hired to complete project work
- Create staff job descriptions, which include qualifications and standards of conduct
- Conduct annual individual performance reviews
- Research, negotiate, monitor and recommend to the Board of Trustees benefit packages, as appropriate
- Maintain accurate and confidential personnel files

Work Environment:

- Foster a collaborative, empowered, team-based environment amongst staff
- Ensure that all staff interact with clergy and congregants in a respectful, polite, patient and warm manner

Services, Programs and Events:

- Maintain accurate master and on-line calendars for all Temple programs and events
- Attend and supervise special events to ensure smooth operation
- Schedule use and ensure proper set-up of facilities including rentals
- Attend and supervise all administrative aspects of High Holy Day Services
- Create forms for online donations, event payment, RSVPs and others as needed.

Budgeting & Finance

- Maintain complete and accurate financial records in accordance with proper accounting standards and financial principles
- Assist the Vice President of Finance and the lay leadership in preparing annual budget for Board approval
- Maintain current annual Temple budget
- Guide clergy and senior staff, as needed, in preparation of their budgets
- Prepare monthly financial reports
- Supervise all accounts receivable and accounts payable
- Approve all expenditures and pay vendors in a timely manner
- Serve as central purchasing agent and conduct annual vendor bids where appropriate
- Handle all financial issues of members, including delinquent payments of dues and fees or dues relief, according to the policies of the Board
- Maintain analysis of members' accounts

Volunteer Engagement

- Create volunteer job descriptions
- Serve as the staff liaison for program committees and standing committees. Also oversee large program initiatives (i.e. major synagogue fundraisers).

Membership:

- Coordinate and support retention of Temple members
- Communicate with clergy, staff and membership committee with regard to members' personal or institutional concerns and life-cycle events Respond to and follow-up on all inquiries from prospective new members
- Arrange for private meetings for interested families with the clergy
- Work with Membership Committee to ensure that new member programs occur each year and run smoothly
- Prepare regular membership reports
- Work with the financial secretary to deal with delinquent members and those requiring financial assistance.
- Conduct and document exit interviews

Building and Grounds, Property and Equipment:

- Maintain building and grounds, property and equipment in proper working order, attractive appearance, cleanliness and safety
- Recommend to the Board, when necessary, to make modifications and repairs
- Ensure Temple is secure and protected
- Supervise care and security of religious articles
- Provide administrative and logistic support necessary for all holiday and festival services

Fund Raising:

- Work with the lay leadership and the clergy to assist with all fundraising activities and participate in strategic planning for developing programs that generates revenues.
- Ensure that Fundraising Committee solicits advertising for the annual Temple Membership Directory

Communications

- Ensure all Temple communications are accurate, timely and congregant-focused
- Solicit feedback on communications from congregants for continuous improvement
- Acknowledge volunteers, receipt of gifts, endowments and memorial funds in a timely manner with letters of appreciation
- Ensure that senior staff is informed of congregant tributes, births, illnesses and deaths
- Edit weekly email bulletin, which includes information on upcoming events written by committee chairs and various staff members.
- Responsible for timely and accurate web site content and social media presence on Facebook, Instagram and Twitter
- Print Communications
 - Coordinate content for publications including the newsletter, flyers, brochures, special mailings and other internal advertising
 - Make sure that events are fully promoted in all publicity outlets

- Establish relationships with editors of local papers and publications and encourage them to cover our events
- Place ads in secular and Jewish newspapers advertising major events

Qualifications and Requirements

You are an articulate, strategic thinker who possesses a passion for Judaism, a strong sense of character and an innate ability to inspire others through confidence and caring. You are able to understand vision and mission and execute on both against key objectives. Your sense of humor and compassion will make the work environment pleasant for all. Your work will be enhanced by your ethical, empathetic and responsive approach and your ability to relate to a wide variety of individual and personal needs while balancing the larger needs of the congregation. You are a friendly, organized multi-tasker who is self-motivated, adaptable, and eager to work with a vibrant, diverse community. You are expected to have a mature sense of responsibility, to ensure confidentiality is kept at all times, and to have effective and diplomatic congregant-care skills.

The ideal candidate will meet the following minimum requirements:

- Bachelor's degree plus 5 years of professional work experience
- Experience in a senior administrative position, preferably with a synagogue or other non-profit organization, including program management, project management and financial management responsibility
- Knowledge and understanding of Jewish ritual practice, customs and holidays, and familiarity with the requirements of a Reform Jewish congregation
- Demonstrated competencies in supervising administrative and maintenance staffs and in the development, implementation and management of financial and operational systems.
- Proven manager and motivator of staff and volunteers while delegating effectively
- Knowledge of finance and budgeting, including the supervising and preparation of financial reports and annual budgets, record keeping, receivables and billing
- Understanding of laws/regulations pertaining to non-profit and religious organizations
- Strong interpersonal skills and an ability to be diplomatic and effective with diverse groups and religious leaders
- Excellent organizational, communications, and interpersonal skills. Excellent communication skills are a must as well as the ability to work collaboratively with a wide range of constituencies in a patient and professional manner.
- Strategic thinker and creative problem-solver.
- Ability to work collaboratively and efficiently as a member of a leadership team
- Ability to make decisions quickly, effectively and professionally
- Advanced proficiency in information technology including but not limited to word processing, spreadsheet, synagogue software, Internet and e-mail; aptitude to learn new software packages
- High interest in the use of technology to improve processes and communications
- Experience with fundraising highly desired

Application Process

Please submit a resume, cover letter and salary requirements to the Search Committee at fernandezmaryf19@gmail.com. We will begin reviewing applications February 19, 2018 and continue until the position is filled. For more information on Temple B'nai Or, please visit www.templebnaior.org.