

TEMPLE SINAI OF SHARON

Executive Director

TEMPLE SINAI OF SHARON: Temple Sinai is a warm and welcoming Reform Jewish congregation that offers a wide array of opportunities for prayer, learning, and community involvement for our 435 families. Our mission is to inspire our members to integrate Jewish values and practice into their everyday life, being inclusive and creative while also honoring tradition. We celebrate our Jewish lives together in an intimate and caring synagogue, perform acts of tikkun olam and seek to pass on a Jewish identity l'dor vador. We care for and support our membership through many avenues of engagement.

The Executive Director, a member of our senior staff, works collaboratively with the President, Board of Trustees, and clergy, to manage the financial operations, administrative functions, communications, and membership engagement for our vibrant, forward-looking congregation.

The Executive Director manages a team of five to seven people. The position requires a track record of non-profit leadership, experience implementing management best practices, and a solid foundation in fiscal, administrative, operational, facility, and constituent engagement. The Executive Director works with the lay leadership to guide Development and Fundraising efforts.

For additional information and/or to submit a letter of interest and a resumé, please email: Temple Sinai's Executive Director Search Committee at templesinaiaexecdirsearch@gmail.com.

Position Details:

The Executive Director reports to the congregational President, who chairs the Board of Trustees. The Executive Director assists the Board in strategy, process improvement, and implementation of programs, and works closely with the clergy and lay leaders. The Executive Director attends all meetings of senior leadership and the Board. Flexible schedule with some evening meetings.

Annual compensation starting at \$75,000, negotiable based on experience and qualifications.

Duties and Responsibilities Include:

- **Financial responsibilities:**
Coordinate management of Temple monies including supervising deposits, disbursements, and monthly closings. Supervise payroll preparation and record keeping, review monthly bank reconciliation, communicate with Temple Treasurer and Finance & Budget Committee regularly, including year end closing of financial books and annual operating budget creation. Prepare monthly Board reports for the Treasurer and Financial Secretary. Supervise all billing including membership commitment, tuition, b'nai mitzvah fees, facilities, etc and track and project membership commitments. The Executive Director acts as a liaison to congregants with respect to financial questions.
- **Administrative Responsibilities:**
Assist the Board of Trustees and its committees in implementing policies and programming including overseeing communications, producing necessary documents and coordinating with lay leadership for major events such as the High Holy Days. Work with the Rabbi, Cantor, and Education Director to facilitate all synagogue functions. Supervise preparation of all communications including Yahrzeit lists and membership engagement related outreach. Manage the usage of the synagogue facilities including maintenance of the Temple Calendar, contracts for facility usage, and management of the custodial staff. Coordinate with Cantor and Rabbi to oversee

the administrative components of B'nai Mitzvah program including supervising the Rabbi's secretary, updating and distributing materials.

- **Technical Responsibilities**
Supervise management of information systems including coordinating with outside vendors, recommending updates and changes
- **Communication Responsibilities**
Handle all general day to day inquiries including those of current and prospective members. Oversee weekly communications and other announcements. Coordinate with committee chairs around critical messaging, event advertising and public relations communications. Administer the Temple email list and oversee effective use of website. Oversee Temple publications (e.g., Bulletin, High Holy Day greetings and Yizkor books) including assisting Bulletin Editor and reviewing final drafts. Ensure billing related to all print advertising in the Bulletin.
- **Personnel Responsibilities**
Supervise the Rabbi's Secretary, Bookkeeper, Office staff, Custodial Staff, Volunteers & Office help. Hire/fire personnel as needed; set salaries, subject to approval of Budget & Finance; conduct reviews. Coordinate and consult with Personnel Committee regarding any related issues (e.g., benefits reviews, personnel handbook)
- **Membership Engagement Responsibilities**
Speak to/meet with potential congregants regarding Temple Sinai; attend Open Houses and other membership events. Discuss membership contribution levels with current and potential members. Coordinate preparation of membership pledge letters, including billing options, with lay leadership. Coordinate with Membership & Engagement Committee as needed

Qualifications include:

Bachelor's Degree

5 years of non-profit management, including budget development and management

Experience working with volunteers

Strong written and verbal communication skills

Comfort with Microsoft Office Suite, especially Excel

Preferred but not necessary:

Knowledge of Judaism and synagogue life

Experience with Chaverware, website management, Sage, Constant Contact