

TEMPLE KOL EMETH
MARIETTA, GEORGIA

Position Summary:

The Senior Temple Administrator position is a full-time, exempt position serving as the Chief Operating Officer of the congregation and reports to the President of the Board of Trustees and Senior Rabbi. The Senior Temple Administrator provides a welcoming environment for staff, congregants and guests, modeling all aspects of audacious hospitality. The Senior Temple Administrator is a "Director of First Impressions," warmly welcoming newcomers and guests to the synagogue. This is an important role; supporting, encouraging and inspiring congregants to affiliate, support, volunteer and engage. The Senior Temple Administrator is responsible for the day-to-day synagogue administration including all support functions; supervising assigned support staff; fiscal management; congregant relations; facilities management and supporting the Board of Trustees. The Senior Temple Administrator collaborates with the clergy, Religious School Director, Director of the MJCCA Sunshine School, other staff, and congregants to develop and carry out synagogue mission, policies and programs.

Position Responsibilities:

Administration:

- Propose, obtain approval from the Board, and implement operating policies and procedures consistent with the mission and objectives of TKE.
- Implement Board-approved long and short-term goals and objectives.
- Administer all business affairs of TKE and maintain all contracts, records, files and other such documents.
- Serve as a supportive, knowledgeable resource to the Board President, the Board of Trustees, VPs and their committees, recognizing that they are volunteers donating their time and talents for the benefit of the congregation.
- Responsible for the day-to-day operation of the synagogue and the synagogue office, including facilities, technology and communication systems.
- Oversee and support the weekly religious events (Bar/Bat Mitzvahs, baby namings, etc) and annual religious events (High Holidays, Chanukkah, etc), and other synagogue programs by coordinating with the clergy and staff. Working with the Communications Committee, oversee external communication, such as, synagogue bulletin – The Voice, website, eblasts, etc.
- Maintain warm, encouraging, positive relationships with current and potential congregants, regarding all aspects of the synagogue activities, including life cycle events.
- Support the Board of Trustees in developing the strategic plan, and assist in its ongoing review and update.
- With Board and clergy, ensure adequate resources to meet congregational needs, bringing to the Board's attention any problems or issues, with recommendations to solve.
- Work with TKE's Legal advisor in reviewing all contracts which require execution by current TKE President.

Financial Management:

- Oversee all financial activities of TKE (billing, collections, disbursements, loans, etc.) and the preparation of financial reports and analyses.
- Supervise accounting staff.
- Demonstrate a thorough understanding of financial software and accounting policies. Supervise the ongoing reconciliation of financial records.
- Work closely with the VP Finance, Finance Director and Finance Committee to develop the annual budget, and other financial plans and forecasts.
- Work with TKE insurance advisor to procure and carry out annual insurance program to provide required and appropriate coverage for facilities, congregants, visitors, students, and participants.
- Work with the SVP of Operations and the VP of Finance and appropriate committees to recommend and implement policies relating to congregant services, dues, fund raising, cash management, vendor selection, and dues commitment accounts receivable collections.

Congregant Recruitment and Membership Maintenance:

- Work with the Director of Membership Engagement and the VP of Membership (and with appropriate committees) to attract prospective members to the congregation, and to reduce attrition of current congregants.
- Provide support to volunteers in implementing events and activities and to promote congregational member participation and engagement.
- Ensure accurate records of membership data, pledges and donations.

Facilities Management:

- Manage the outsourced facilities management service provider (the MJCCA), ensuring general day to day maintenance of TKE physical facilities and equipment.
- Work with the VP of Facilities, assist in planning and overseeing the implementation of TKE improvement and capital projects (including, contractors, general project management).
- Oversee relationships with outside contractors and vendors for adherence to TKE policies.
- Support and manage the use of synagogue facilities by outside parties, under TKE policies.

Staff Management:

- Motivate and provide leadership to the administrative operations, inspiring a culture of service, hospitality and Jewish values. Responsible for supporting the onboarding and hiring of all new non professional employees, with appropriate Professional Relations Committee guidance, to help assure a successful transition of a new colleague.
- Deploy staff resources to support TKE programs as needed for program success.
- Provide problem solving guidance to all staff, leading by example with a spirit of empathy, maturity and mutual respect for all.

- Lead staff meetings on a schedule agreed upon by the Board President and the HR Advisor, with purpose to inform, educate, collaborate, motivate, problem-solve and inspire to serve TKE congregants and the community with a spirit of audacious hospitality
- Responsible for conducting performance evaluations of direct-report staff in concert with TKE's HR Advisor and Professional Relations Committee. Make recommendations for compensation adjustments, performance improvement and incentives as appropriate.
- In concert with TKE's HR advisor, manage internal personnel policies and programs.
- Insure compliance with all federal and state laws and regulations regarding employment and safety.
- Maintain confidential employee records.

Communications:

- Work with clergy, staff and/or Board/Committee members to review, approve, and provide oversight of publications, website, flyers, postcards or other materials sent from TKE

Other:

- Attend and provide support for all Board meetings unless directed otherwise by the President.
- Attend and serve as an important staff ambassador at major Temple events as agreed upon by the Board President.
- Attend and serve as an important staff ambassador at Shabbat services on a schedule as agreed upon by the Board President.
- Serve as a representative of TKE as needed to other Jewish and secular community organizations
- Maintain close contact with local police and other organizations to ensure an appropriate awareness of community and security issues.
- Perform other duties as assigned and requested by the Board of Trustees.