

JOB DESCRIPTION – Executive Director

Function:

The Executive Director is the operational leader of Temple Sinai in support of its mission. The Executive Director is responsible for providing leadership and oversight of operations, finance, fundraising, human resources, strategic planning and program development. Ability to flex schedule between weekdays, evenings and some weekend days is required.

Reporting relationships:

The Executive Director reports functionally to the Executive Committee of the Board of Trustees ("the Board") and by extension to the entire Board; serving as an ex-officio member of the Board. Administratively, the Executive Director reports to the President of the Congregation. The Executive Director is expected to effectively collaborate and coordinate with all clergy and the Director of Education.

Principal Duties:

- Oversees the operational needs of the congregation and ensures that clergy, senior staff and lay leadership have the support to function effectively in meeting congregants religious, social and community needs.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to make informed decisions and fulfill its legal and fiduciary obligations.
- Operations – Staff and Process Management: In collaboration with the Vice Presidents, President, and other lay leadership, as appropriate
 - Responsible for the hiring, training and supervision of all administrative and custodial staff.
 - Develops job descriptions, documents and evaluates performance, and manages salary administration for all administrative and custodial staff.
 - Oversees administration of payroll and benefits.
 - Develops, documents, and implements office policies and procedures.
 - Manage the upkeep and maintenance of the physical plant.
 - Develops, documents and implements comprehensive security policies and procedures.
 - Supports administrative and logistical requirements for the smooth running of all Shabbat and life cycle services, High Holy Day services, and festivals.
 - Develops, implements and enforces Temple contracts and policies regarding rentals and all vendors who provide services within the Temple building.
 - Oversees maintenance of Temple records.
- Operations – Facilities Management
 - Manages the upkeep and maintenance (inside and outside) of the physical plant.
 - ongoing, day-to-day maintenance
 - emergency facility support needs
 - preventative maintenance
 - Develops, documents and implements comprehensive security policies and procedures.
 - Supports administrative and logistical requirements for the smooth running of all Shabbat and

- life cycle services, High Holy Day services, festivals and events.
- Develops, implements and enforces Temple contracts and policies regarding rentals and all vendors who provide services within and outside the Temple building.
- Fiscal Performance and Viability:
 - Responsible for the fiscal integrity of Temple Sinai by maintaining fiscal records and presenting monthly and annual financial reports in collaboration with the VP of Finance.
 - Prepares the annual budget in collaboration with the VP of Finance and manages operations to stay within the approved budget.
 - Works with congregants to manage non-standard payment arrangements and to collect membership commitments from members in arrears.
 - Supervises bookkeeping, maintenance of congregational funds and collection activity; consults with VP of Finance on delinquency and financial reports.
 - Provides day-to-day management of Temple accounting and administrative affairs.
 - Assists in the development and administrative aspects of all fundraising and donor activities.
- Public Relations:
 - Serves as a liaison between the congregation and the community.
 - Develops and implements a marketing plan.
 - Responsible for reviewing Temple publications and communications.

Education and experience:

- Master's degree desirable, Bachelor's degree or substantial managerial experience required.
- Knowledge and understanding of Jewish ritual practices, customs, and holidays, and familiarity with the requirements of a Reform Jewish congregation.
- Strong written and oral communication skills.
- Excellent interpersonal, managerial and delegation skills.
- Ability and desire to work collaboratively with a wide range of professional and volunteer leaders within the congregation and throughout the community. Flexibility in work style.
- Proficiency in MS Office applications, database management systems and financial accounting systems.
- Demonstrated competencies in supervising administrative and maintenance staffs and in the development, implementation and management of financial and operational systems, as well as human resources practices.
- Knowledge of finance and budgeting, including the supervising and preparation of financial reports and annual budgets, record keeping, receivables and billing