

EXECUTIVE DIRECTOR TEMPLE BETH EL APTOS, CALIFORNIA

Description:

Temple Beth El of Aptos is the largest Jewish organization in Santa Cruz County. TBE is an inclusive Reform congregation of more than 500 households, committed to building a joyful, engaged and supportive community. Aptos is just outside of Santa Cruz, close to ocean beaches and wooded landscapes. Home to UC Santa Cruz, the area features wineries, laid-back dining and clubs, a summer Shakespeare festival and all manner of outdoors activities. Temple Beth El's members live throughout the county and are engaged in social justice work, education, and local government.

The Executive Director, in partnership with the Rabbinic staff, Board of Directors, and the congregation, is responsible for embracing and executing the overall mission of the Temple, providing the vision and leadership necessary to bring the Temple's mission to life. Using an innovative, energetic and thoughtful approach, the ED will oversee the Temple's administrative, organizational, financial, fundraising, community engagement and outreach components. Important components of the ED position are the responsibility to be available to assist congregants in a compassionate, caring manner, to provide information as needed, and to act as a representative of the Temple at meetings and events. Supervision of temple staff and oversight of the maintenance of TBE facilities are also part of the ED's responsibilities.

Examples of Tasks:

- Act as an inspiration to congregants, providing a vision of the temple that would encourage greater member participation.
- Foster and maintain a productive working relationship with staff, Senior Staff, Board members, congregants and the community at large.
- Oversee and manage all aspects of the temple finances including developing and monitoring the annual budget, ensuring proper record keeping and reporting, working with the Treasurer and other lay leaders and providing reports to the Board as requested.
- Develop and provide administrative support for volunteers, committees, and task forces.
- Develop and implement strategies to recruit, retain, and integrate synagogue members.
- Oversee IT infrastructure ensuring TBE's systems are secure, cost effective and functional.
- Support and assist the Senior Staff in developing programming and curricula for Jewish learning, celebrating Jewish culture, holidays and

traditions.

- Actively listen to staff, providing leadership and growth opportunities that allow staff members to reach their full potential.
- Recruit, hire, train, review, and terminate as necessary, in consultation with other Senior Staff and Board members and in compliance with state, federal and local laws.
- Create and implement TBE policies and procedures.
- Establish and foster positive communications with congregants and prospective members using written, verbal, and electronic communication venues.
- With the VP of Communications establish and implement a cohesive communications strategy including website, email, bulletins and social media.
- Participate and network with members of the National Association for Temple Administration (NATA) and the Union for Reform Judaism (URJ).

Required knowledge and abilities:

- Able to provide direction and work collaboratively with all levels of Temple staff, volunteers, committee and Board members;
- Able to interact effectively, communicate positively and build community among the Temple staff, Board members and congregants;
- Knowledge of Jewish life cycle events, holidays, history;
- Able to identify with Reform Jewish values, standards, ideas and goals;
- Able to organize, prioritize, and, when needed shift between competing priorities to complete tasks accurately and within prescribed deadlines;
- Able to build and sustain positive interpersonal relationships;
- Able to communicate effectively both orally and in writing;
- Knowledge of supervisory best practices including creation and administration of performance reviews and constructive feedback;
- Able to create, monitor and report on a budget;
- Proficient in current office and software systems, such as Word, Excel and Powerpoint;
- Able to assess, make decisions and respectfully direct staff;
- Able to work with a diverse population and deal with any issues that may arise in a calm and respectful manner

Qualifications

EDUCATION:

A BA degree in Public or Non-Profit Administration, or related field.

EXPERIENCE:

5 years of progressively more responsible leadership roles in synagogues or other Jewish institutions and/or other non-profit organizations.

1-year experience overseeing the facilities of an organization or business.