



**EXECUTIVE DIRECTOR  
Temple Beth El  
Madison, Wisconsin  
Position Description**

**November 30, 2018**

***Temple Beth El is a vibrant Reform synagogue community of nearly 600 families. We are an inclusive congregation that welcomes those who share our commitment to Jewish life and learning.***

**Summary**

The Executive Director (ED) is the lead administrator and a member of the Temple Beth El (Temple) professional team. The ED is responsible for fundraising and development, finances, administration, and facilities. The ED has primary responsibility to ensure that the policies, budgets, and other directives of the Board of Trustees (Board) and bylaws are implemented and enforced.

- The ED reports to the Board through the Board President and works collaboratively with the professional staff, lay leaders, and members of the congregation. The ED supervises key professional staff. The ED is a member of the Executive Team comprised of Rabbi, President, and Executive Director, respectfully sharing in the triad of this sacred partnership that guides the vision of the congregation.

**The successful candidate will have significant experience in administrative and organizational leadership.**

**Key Responsibilities**

**Fundraising and Development**

- **Key staff member for conceiving and implementing all development efforts, including oversight of planned giving and capital campaign strategies.**
- **Responsible for developing fundraising methods (working with committee when possible), developing protocols, and identifying other financial resources, including special events.**
- **Meets with congregants and others for “asks” and to explore ways of giving.**
- **Seeks out opportunities for grants; writes grant requests and proposals.**

### **Financial Management**

- Develops and manages financial resources to ensure the financial health and fiscal integrity of the Temple.
- Responsible for fiscal management of the annual budget.
- Executes the financial policies and decisions of the Board.
- Reviews financial policies and presents necessary proposals for change to the Finance Committee.
- Serves as lead staff member in developing the annual budget with the Financial Secretary; monitors the budget with the Treasurer and Finance Committee.
- Manages the Temple's financial information systems.
- Supervises all activities of the bookkeeper, including payroll, accounts payable, and financial reporting.
- Responsible for collecting accounts receivable, which includes membership contributions and religious school and program fees.
- Reviews and manages the Temple insurance programs.

### **Administration: Office and Staff Management**

- Oversees maintenance of all personnel records, including work schedules, vacations, and benefits.
- Implements personnel policies and recommends revisions as necessary, in collaboration with the Personnel Committee.
- Implements office policies and procedures and recommends revisions when necessary.
- Establishes and reviews health, safety, and security procedures to ensure a safe, secure, and professional environment.
- Facilitates all general and professional staff meetings
- Serves as supervisor/mentor for key professional staff.
- Collaborates with staff, board, and committees to oversee coordination of logistical aspects of High Holy Day services.

### **Administration: Community Relations**

- Works with the Board, committees, and staff to ensure that the Temple mission and vision are fulfilled through programs, strategic planning, and community outreach.
- Connects with all Temple members respectfully.
- Cultivates prospective members.
- Responsible for the enhancement of Temple's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Participates in professional organizations as determined by ED and President.

### **Administration: Board Relations**

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- Attends all meetings of the Board of Trustees.
- Attends all Executive Committee meetings, unless otherwise specified by President.
- Works with the Board President to develop priorities for the Board and committees.
- Responsible for strategic planning to ensure that Temple can successfully fulfill its mission and vision into the future with a solid financial base.

### **Administration: Committee Staffing**

The ED serves as the staff representative to these committees:

- Personnel
- Finance
- Budget
- Trust Fund
- Development
- Ad hoc committees and task forces, as needed

The ED serves as a resource and liaison to our auxiliaries:

- Sisterhood
- Men's Club

### **Facilities Management**

- Has overall responsibility for all facilities and office needs.
- Oversees/works with staff, House Committee, facilities teams, and task forces to:
  - Ensure building, grounds, and equipment are well maintained.
  - Oversee all building use and meeting schedules.
  - Schedule preventive maintenance, capital repairs, and equipment replacement.
  - Schedule and plan for construction, remodeling, and repair projects, requesting Board expense approval, as necessary.
  - Maintain building records, including an accurate inventory of equipment and supplies and logs of repairs and capital improvements.
  - Implement and manage policies for facility use, including life-cycle events, catering, rental.
  - Maintain proper insurance on property and assets, reviewing on an annual basis.
  - Oversee security systems, working with local law enforcement as necessary.

### **Other duties as assigned by the Board of Trustees**

## **Skills and Qualifications**

- Demonstrated experience in successful and strong leadership (both individual and collaborative skills)
- Demonstrated experience in fundraising including major gifts, special events, annual appeals, and planned giving
- Ability to manage multiple priorities, responsibilities, and details.
- General understanding of nonprofit management, governance, accounting principles--including financial reporting, budget analysis, and laws pertaining to such.
- Supervisory experience; demonstrated success in creating a minimally hierarchical, collaborative work environment.
- Demonstrated success in managing, motivating, and developing staff, including professional, administrative, and facility staff.
- Experience with facility management, contracting for services, and vendor negotiations.
- Expertise in Microsoft Office Suite including Word, Excel, and Power Point; working knowledge of accounting software. Familiarity with database software, email newsletters, social media, and website maintenance.
- Ability to recruit, motivate, and organize volunteers.
- Strong oral, written, and interpersonal communication skills.
- Organized, enthusiastic, creative, courteous, flexible, and discreet.
- Availability to attend key congregational meetings and programs.
- Knowledge and understanding of Reform Jewish culture and rituals, commitment to promoting Reform Jewish values.
- Enthusiasm for staying current on best practices and trends in all areas.

**This search will remain open until the qualified candidate is identified.  
For consideration please email your cover letter and resume to  
edsearch@tbemadison.org.**