

## **Congregation Beth Chaim**

We are a warm, welcoming, diverse Reform Jewish congregation in Central NJ. Beth Chaim has a dynamic team of clergy, staff and lay leaders that partner to create a Jewish community unparalleled by any other in our region.

**Position: Executive Director**

**Location: Princeton Junction, NJ**

### **Function**

The Executive Director serves as the Chief Administrative Officer of the congregation in accordance with the principals, guidelines and objectives set forth by the Board of Trustees and the Constitution and By-Laws of the temple. The Executive Director is responsible for the implementation of the policies of the Board of Trustees, provides the day-to-day management of temple fiscal and administrative affairs and has direct supervisory jurisdiction over all administrative, clerical and building maintenance personnel.

### **Principal Duties**

Under the general direction of the President of the Congregation and reporting directly to the Senior Rabbi, and in close consultation with the Associate Rabbi and Director of Education, as well as other officers and chairs of the appropriate committees, the Executive Director is responsible for assuring the performance of the following functions either personally or through their staff.

### **RESPONSIBILITIES INCLUDE:**

#### **Administrative**

- Execute and implement policies of synagogue as established by the Board of Trustees, committees and clergy
- Serve as a resource person and support President, Board of Trustees and committees with agenda, programming ideas and techniques, reports, information analysis, etc.
- Maintain membership records which reflect all pertinent data as to individuals and families
- Assist in planning of strategies for growth, engagement and membership retention
- Attend all board, executive and important committee meetings

#### **Financial Health and Fundraising**

- Oversee financial health (including legacy and endowment) of the congregation in conjunction with Treasurer and VP of Financial Affairs
- Work with the financial committees and officers on preparation of the annual budget
- Report on performance of budget, cost management opportunities and revenue generating opportunities
- Assist in the management of capital campaigns
- Develop and supervise all fundraising activities, including their initiatives and their implementation

#### **Office Management**

- Oversee all administrative and maintenance staff.
- Manage Human Resource functions
- Be responsible for all of the day to day operations of the synagogue office
- Manage all outside consultants and outsourcing opportunities where necessary
- Supervise the Accounting Manager and work with the Treasurer in maintaining fiscal records and presenting periodic, monthly and annual financial reports
- Control all purchasing along with proper committees
- Monitor all insurances and potential claims

### **Building Maintenance & Management**

- Oversee that the facilities are clean, safe and secure
- Ensure compliance with applicable building, health, safety, fire and environmental codes and regulations
- Supervise synagogue security and liaison with appropriate agencies as needed
- Identify and resolve potential maintenance problems through regular inspections
- Implement preventative maintenance programs.
- Oversee repairs of HVAC, plumbing, electrical, etc.
- Arrange repair and contract negotiations with outside vendors
- Clear dates for meetings and allocate space for congregants, affiliates and outside groups (in partnership with the Director of Education)
- Serve as catering manager for all events, activities and programming

### **Marketing / Communication / Social Media**

- Publicize, edit and approve all synagogue communications online and in print including the synagogue website, newsletters and mailings
- Supervise all content
- Maintain congregation's social media – Facebook, Twitter, Instagram, Snapchat, etc.
- Execute and publicize a Beth Chaim brand and create marketing efforts

### **Technology**

- Oversee the technology of the synagogue including its Security System, Phone Systems, Cyber Security, AV, Computers, Software and Hardware all components – SharePoint, Chaverware, QuickBooks
- Manage website and website's maintenance
- Manage database and its integrity
- Supervise sound systems and video technology and their future improvements

### **QUALIFICATIONS AND SKILLS:**

- Bachelor's degree, Graduate degree desirable
- Minimum 5+ years of experience in a similar position
- Demonstrate a track record of success in organizational management
- Excellent interpersonal skills and ability to interact with clergy, staff and congregants
- Advanced technology skill set (website, social media, database management)
- Knowledgeable in overall building maintenance
- Fundraising experience
- Understand Reform Jewish values, principles and practices in order to represent the synagogue