

Temple Beth Emeth of Ann Arbor seeks Executive Director

Located in beautiful Ann Arbor, Michigan, Temple Beth Emeth (TBE) seeks an Executive Director to work with our Senior Rabbi, Cantor, Education Director, and board of trustees to implement TBE's mission. We are a warm and welcoming community, and our 600 membership units include all kinds of people and families. Our congregation is full of members who moved to Ann Arbor from other places seeking higher education or professorial placement at the University of Michigan and found that Ann Arbor became their home, and TBE became a place to find connection. Also, Temple Beth Emeth is the only Reform synagogue in the greater Ann Arbor area, so we draw congregants who commit to drive 50 miles or more to find a spiritual home at our congregation. We welcome diverse families, strive to create a comfortable space for members with disabilities, hope to create connections between our tots and our seniors, and aim to welcome newcomers the first time, the second time, and the third time.

This inclusive attitude is also reflected through Genesis, the unique interfaith partnership with St. Clare of Assisi Episcopal Church, through which we co-own our building. This relationship allows us to use our building more efficiently, while demonstrating a deep commitment to pluralism, dialog, and working together across differences. Since we have Genesis, our Executive Director does not need to directly supervise day-to-day management of the building and grounds, but instead works with the Genesis building manager and coordinates scheduling with our neighbors at St. Clare to ensure that TBE's facilities needs are met.

The Executive Director reports directly to the Temple Board of Trustees and is also accountable to our Senior Rabbi. The Executive Director is the most senior, non-clergy employee of the synagogue, and, as such, must embrace and engage in community outreach while providing outstanding service and support to the TBE membership. We're looking for an Executive Director who is audaciously welcoming: Someone warm and friendly, who makes newcomers and long-time members smile, makes them feel like valued participants each time they show up, and communicates genuine interest in getting to know them. To us, welcoming also includes an open embrace of a diverse community with all kinds of people.

We also seek an Executive Director who will be a thoughtful and creative partner with our Senior Rabbi and each member of the senior staff and who is never satisfied and constantly looking for new ways to improve the operations, experience, and community of TBE. By being an active partner in senior staff meetings, at Board of Trustee meetings, and in private conversations with all of our leadership, we envision our Executive Director embodying the sense of the team spirit we share as a Temple community.

Ann Arbor hosts many other Jewish institutions, including: Beth Israel Congregation (Conservative), Ann Arbor Reconstructionist Congregation, Ann Arbor Orthodox Minyan, Chabad House at the University of Michigan, Jewish Cultural Society, Pardes Hannah (Jewish Renewal), Jewish Community Center of Greater Ann Arbor, Early Childhood Center at JCC of Greater Ann Arbor, Ann Arbor Hebrew Day School, Michigan Hillel, Frankel Center for Judaic Studies at the University of Michigan, Judaic Studies Department at Eastern Michigan University, Jewish Family Services of Washtenaw County, and the *Washtenaw Jewish News*.

RESPONSIBILITIES

Leadership, Strategic Planning, and Finance

- Embrace and take shared ownership of the vision and strategic direction of the synagogue to enable the continued growth and success of the community.
- With the Finance Committee, develop our annual \$1.4 million budget and guide the congregation to a fiscally responsible adherence to the budget. Supervise all finance-related activities, including monitoring expenditures and cash flow.
- Ensure regular reporting of financial results to the Board in coordination with outside accounting firm, Vice President for Finance, and Treasurer.
- Work with the Development Committee to advance the fundraising goals of the congregation.
- Foster and develop meaningful relationships with members of the community and Board by being accessible during business hours and present at worship services, programs, and other synagogue events.

Staff Management

- Foster a culture of collaboration, communication, service, integrity and shared responsibility among all staff. Create agenda and lead weekly staff meetings.
- Motivate, mentor and supervise five administrative staff. Create an environment of empowerment and transfer of new skills.
- Provide resources for the continued growth and development of staff.

Membership Relations and Communications

- Lead all aspects of the member engagement life cycle, including recruiting and welcoming prospective members, managing the annual membership renewal process, maintaining membership records, and confidentially resolving members' concerns and issues.
- Partner with the Membership Committee to create new and innovative recruitment and welcoming opportunities for new members, as well as engagement strategies for continuing members.
- Act as Editor-in-Chief for monthly bulletin, website, and other communications.

Program Support

- Coordinate scheduling for TBE's use of the building and act as TBE's main liaison with the Genesis building manager.

Work with Genesis on operational, facilities, maintenance, and support activities to ensure the successful delivery of all synagogue programs and worship experience.

Work with contractors and other facilities coordinators for High Holy Days services at offsite location.

QUALIFICATIONS

The successful candidate will possess the skills and personality to manage a complex organization with qualifications that include:

- An understanding of the role of the synagogue in the community and willingness to embrace the mission, vision, and program direction that have been established by the senior staff and TBE leadership.
- A customer service mindset and a track record of success in staff management, leadership, and organizational development.
- Outstanding communication skills in writing and in public presentations.
- Experience in change management.
- Business knowledge and previous experience in the financial management of an organization. Experience working with financial statements and the management of accounting and database software.
- Experience in staff recruitment, development, and supervision.
- The highest ethical standards consistent with the values of our sacred organization.
- Capable of working with diverse constituencies with sensitivity and tact.
- An undergraduate degree is required. An advanced degree in business administration, non-profit management, or a related area, or equivalent experience, is preferred.
- Familiarity with current trends and developments in Jewish communal life and knowledge of and respect for the practices and tenets of Reform Judaism is preferred.

COMPENSATION

Salary to be determined based on qualifications and experience. Benefits including: health insurance coverage, retirement contribution, vacation days, parental leave, synagogue membership and religious school fees, and mobile phone/data plan.

Please submit resume and cover letter by email to:

EDSearch@templebethemeth.org

For more information about the history of Temple Beth Emeth, Genesis, and TBE's mission statement, please visit our website: <http://templebethemeth.org/about-tbe/history-and-genesis>