

## EXECUTIVE DIRECTOR OF TEMPLE ISRAEL OF THE CITY OF NEW YORK

### JOB ANNOUNCEMENT

Position Open: July 1, 2018 or sooner

Temple Israel of the City of New York has been experiencing a decade of engaged revitalization and transformation to involve and impact our members and the wider Jewish community as a landmark Manhattan congregation (1870) set in the heart of the Upper East Side. 65% of our current members have joined in the past decade, helping shape a unique NYC story in enriching and embellishing this *kehillah kedosha* where, in a culture of urban anonymity, we have transformed our community into a “family of families.” As we approach our 150<sup>th</sup> anniversary, we are seeking a new Executive Director, a caring, dynamic and motivating professional to collaborate with our Senior Rabbi, President, clergy, educators and staff in partnership with our committed lay leadership and involved membership.

*Our visioning statement, “TI in the 21<sup>st</sup> Century” conveys, “In-gage/inform/Inspire through creative, diverse Jewish leaning and engagement thereby transforming Jewish living for Temple Israel members and beyond that builds meaningful relationships with each other, the wider community, k’lal Yisrael, and God. Temple Israel seeks to engage those who are literate, serious Jews, as well as those who have been passive or peripheral, or are new to Jewish life, to grow and expand their horizons so they can be an integral part of our inclusive, pluralistic community. We are a “young/old” synagogue in the spirit of Reform Judaism, with a history of warmth and a lack of pretention, which are at variance with much around us. We are presently one of NYC’s youngest communities with close to 50% of our congregants with school-age children or younger. Our leadership wants us to excel as a vibrant, energized center of Jewish life from tefilah internally to social justice beyond. We are willing to experiment and be a living laboratory from Torah to technology.”*

The Executive Director (ED) is the chief administrative officer of the Temple, having overall responsibility for the day-to-day and longer-term operations of the congregation. The ED reports to the President of the Temple and the Senior Rabbi and works closely and collaboratively with them. The ED’s responsibility is to shape implement the policies established by the Board of Trustees in support of the congregation’s mission and to enhance the Senior Rabbi’s ability to provide spiritual, educational, cultural, community leadership to the congregation and strengthen the culture of philanthropy.

The following outline the responsibilities of the ED:

#### **Board Administration and Support**

- Maintain ongoing dialogue with Temple President and Sr. Rabbi. Provide support to the Board, the Executive Committee, Budget and Finance Committee, and other Board committees.

#### **Chief of Staff to Senior Rabbi**

- Establish and maintain close, effective working relationship with the Senior Rabbi.
- Understand, promote and communicate the Rabbi’s goals and communicate them to staff.
- Ensure that Rabbi is accurately informed about all matters of importance.

#### **Membership and Member Relations (with the Membership Engagement Director)**

- Establish welcoming, helpful and professional relations with members, potential members and others who contact the main office.
- Oversee maintenance of accurate membership records.
- **Finance and Accounting (with the CFO and finance staff)**
- Insure the integrity of all ongoing financial operations.

- Maintain close collaboration with Temple Officers, including the Treasurer, Investment Committee Chair and the Budget & Finance Committee.
- Analyze financial reports and apprise Officers of financial trends and potential problems.
- Monitor the funds and investments of the congregation, under direction of Investment Committee Chair.
- Working with Temple Treasurer, CFO/finance staff and department heads, to create an annual budget.

#### **Temple Administration (with Assistant Executive Director)**

- Supervise day-to-day operation of the Temple office and administration.
- Maintain a master calendar of synagogue events and coordination of the scheduling of all activities and programming.
- Oversee and maintain synagogue insurance coverage. Conduct annual premium and coverage reviews.
- Supervise purchase of supplies and equipment.
- Allocate workloads and workflow.
- Periodically review operation of computer network and programs and remain up to date with efficiency increasing/cost-saving technologies as they become available.

#### **High Holy Days and Religious Services (with Clergy & Assistant ED)**

- Coordinate all prep and arrangements for High Holy Days. Maintain a current High Holy Days Policy and Procedure Manual.
- Insure the Temple Israel facility and sanctuary/chapel are prepared for all religious services.
- Attend High Holy Day Services, major or special services and life-cycles across the year for visibility and building bonds with congregants, as well as to support Clergy.

#### **Human Resources**

- Propose and administer personnel procedures and standards for all Temple employees, with policies subject to Board approval. Maintain and update an approved "Personnel Policies and Procedures Manual."
- Prepare and maintain job descriptions for all positions.
- Recruit, mentor, supervise, and evaluate admin staff.
- Monthly meetings with each Clergy and Sr. Staff.
- Create and maintain an atmosphere of employee satisfaction.

#### **Facilities Management and Planning (with Operations Director)**

- Manage and maintain the condition, safety and security of the physical plant.
- Establish long-range and short-term preventive/predictive maintenance plans. Implement and monitor all service arrangements.
- Oversee all necessary repairs. Insure proper bidding and obtain Board approval for major repairs.
- Insure that all building and safety inspections are current and that appropriate certifications are on file. Regularly review and update security measures.
- Maintain relations with Sacred Sites Committee of Landmarks Conservancy and other facilities-related organizations to foster ongoing understanding of issues regarding the care and safekeeping of Temple building.
- Work closely with House Chair and House Committee.
- Oversee maintenance, operation and finances of Temple Israel Cemetery. Supervise the Cemetery Superintendent, sale of plots, graves and mausoleums.
- Report to the Cemetery Chair and Committee quarterly.

#### **Communications/Public Relations (with Communications Coordinator)**

- Promote a positive image of the synagogue both internally and externally.

- Oversee production of Temple newsletter, social media and operation and maintenance of the website.
- Ensure that mailings, program announcements and other communications are prepared/disseminated in a professional, timely and cost-effective way.

#### **Development and Fundraising (with Development Director)**

- Give full support and professional guidance for ongoing annual and special fundraising.
- Be a key member of development efforts for an historic Capital Campaign to renovate our aging facility (1964).

#### **Other Responsibilities**

- Report to the Senior Rabbi and work closely and collaboratively with him. Update and implement policies of the Board in support of the congregation's mission and to enhance the Rabbi's ability to provide spiritual, educational, cultural and community leadership as well as to enhance the culture of philanthropy.
- The ED shall function always at the highest level of integrity and ethics with an awareness, understanding and full observance of the NATA Ethics Code as the baseline for best practices professionally, personally and as a leader of our synagogue staff.
- The ED shall carry out other responsibilities as created by the ED or may be assigned by the President and Senior Rabbi and/or as are necessary and appropriate to fulfill his/her professional obligations in the spirit of best practices and teamwork.

#### **Education and Experience**

- Minimum of a college degree supported by professional development required.
- 7-10 years of experience in managing, professional leadership or directing non-profit or membership organizations.
- Knowledge of and pluralistic commitment to Jewish ritual, holidays, traditions, and life-cycle events.
- Knowledge of fiscal management non-profit budget development and fundraising experience.
- Knowledge of social media, marketing, public relations and communications.

#### **Additional preferred experience**

- Understanding of the unique management issues, functions and current trends facing 21<sup>st</sup> Century, Reform synagogues.
- Knowledge of current systems (Shul Cloud, Constant Contact, etc.) and database management.

#### **Professional Development**

- Maintain active membership in professional associations, including the National Association of Temple Administrators (NATA). Attend local meetings, host a local meeting once a year, and attend/participate in annual NATA convention and be visible in the wider Jewish professional community, representing TI.

#### **TO APPLY**

**Cover Letter, Resume and Three Professional References to:**

#### **Executive Director Search**

**Attn: Andrew Hoffman, President**

**Temple Israel of the City of New York**

**[EDsearch@tinyc.org](mailto:EDsearch@tinyc.org)**