

Executive Director Position Overview

Temple Emanuel of Beverly Hills (TEBH) is an 80-year-old, forward looking Reform congregation with a creative approach to Jewish worship, spirituality, music, learning and social justice. The Executive Director who joins TEBH at this critical juncture in the future of American Reform Judaism, will have the opportunity to work with an engaged and innovative team committed to reshaping and securing the future of our legacy congregation.

Key Responsibilities

The successful candidate will have proven leadership in management, operational systems, strategic planning, priority setting, communications, fundraising strategies, capital campaigns, facilities management and strong budgetary experience. The Executive Director reports to the President who leads the Board of Directors (BOD). The Executive Director has three main areas of responsibility:

Financial Management

- In consultation with the Budget and Finance Committee, develop and manage the annual budget, budgetary planning and tracking, and finance reports; prudently managing the organization's resources and expenditures within the approved budget
- Oversee the overall financial health of the organization
- Oversees Controller, finance staff and financial reporting
- Evaluate congregational activities to measure successes that can be effectively communicated to the BOD, clergy, funders, and other constituents
- Oversee and supervise fundraising efforts including annual events, appeals and legacy programs, creation of new fundraising opportunities, and working with professionals to oversee any capital campaigns and subsequent capital improvements

Operations

- Manage, support, and evaluate staff, including teamwork and performance accountabilities. Oversee hiring and firing, as necessary
- Support and market programming, events, a robust facilities rental and other initiatives
- Develop and manage operational budget and systems including policies and protocols
- Oversee maintenance and security for our two Beverly Hills properties
- In collaboration with a workgroup, analyze and resolve matters concerning space utilization and design

- Manage and support volunteers, as necessary

Leadership and Outreach

- Set strategic goals in a triad collaboration with clergy and BOD; work closely and collaboratively with clergy to implement TEBH's vision
- Maintain and build fundraising activities to support existing and future program operations. Work with the BOD to carry out a thoughtful development and fundraising strategy.
- Actively engage and inspire congregants, employees, volunteers, partnering organizations, and funders

Qualifications

- Bachelor's degree
- Advanced degree in business administration, not-for-profit management, or a related field is a plus.
- 5 years relevant leadership experience including demonstrated success working effectively with a Board, staff and volunteers
- Leadership experience in a non-profit context with an organization of similar size and complexity is a plus.
- Demonstrated effective ability in operations including budget, fundraising, and coalition building
- Strong and transparent interpersonal, communication and reporting skills; demonstrated team player
- Ability to act as the "external face of the organization" when needed
- Be familiar and comfortable with Jewish customs, holidays, terminology and life cycle events
- Familiarity with synagogue management data base software such as Chaverware a plus

Compensation and benefits are competitive and commensurate with experience. The position requires some nontraditional (evening and weekend) hours including synagogue events and meetings.

To apply, please send cover letter and resume to TEBHExecdir@gmail.com. Strictest confidence will be adhered to. Contact with your current employer and references will only be made with your written consent and approval.