



JOB DESCRIPTION

Executive Director

Department: Administration
Reports To: President
FLSA Status: Exempt
Approval Date:

Job Summary

The Executive Director is the chief operating officer of Temple Emanuel and is responsible for all day-to-day operations of the organization, working closely with TE's Board, clergy, professional staff and volunteers to achieve the synagogue's goals. A strong and organized administrator and leader, the Executive Director is highly-visible and models the values and behaviors of TE that support a warm and welcoming culture, and collaborative environment.

Essential Duties and Responsibilities

- **TE Values, Vision and Behaviors:** Demonstrates the values, vision and behaviors of TE.
- **Congregant and Volunteer Support:** Oversee a professional and welcoming office where staff demonstrates the values and behaviors of TE and the needs of all congregants and volunteers are addressed effectively, promptly and courteously.
- **Staff and Office Management:** Oversee, motivate and lead the administrative and support staff. Ensure that TE's HR and employment policies are upheld and that there is proper benefits management, coaching, delegation, performance management and annual reviews. Collaborate with other professional staff to ensure their administrative and program needs are met, and maintain all office equipment and supplies.
- **Membership and Retention:** Assist in planning strategies for growth and membership retention, sustain congregation's commitment to a warm and welcoming culture and support all member recruitment and integration efforts.
- **Financial Management:** Oversee all financial activities including annual budgeting, monthly financial reporting, receivables, payments, and vendor relationships. Ensure that expenditures are in line with the annual budget, and that all monies are allocated correctly.
- **Fundraising/Development:** Assist in developing and supervising all fundraising including identifying and recognizing major gifts, new avenues of fundraising (grants or events) and High Holy Day and Advanced Giving appeals.
- **Ritual Administration and Support:** Ensure security while preserving sanctity at all ritual and synagogue events. Oversee the administrative and logistical support needed to smoothly

run weekly Shabbat programs, High Holy Day Services and Festival programs. Supervise the B'nai Mitzvah Coordinator.

- **Communications and Public Relations:** Oversee the congregation's marketing and communications, including the monthly newsletter, website updates, email, social media, print advertising and congregational letters.
- **Program Support:** Supervise staff to ensure that events are staffed properly, logistics are in place and budgets are created and adhered to. Ensure security and liability issues are addressed.
- **Governance:** Carry out decisions, policies and plans of the Executive Board and the Board of Trustees. Ensure that the synagogue's constitution is upheld.
- **Volunteer management / lay leadership development:** Assist planning and coordination of leadership training and development of lay leaders. Assist in identifying potential leaders and volunteers.
- **Facilities Management:** Oversee building maintenance, upkeep, security and room set-up. Ensure a clean, attractive and welcoming environment.
- **Strategic Planning:** Participate with the President and Executive Board in planning and implementing short term and long range strategies for the congregation.

Additional Responsibilities

Develop and maintain a strong partnership with the educational leadership and clergy, ensuring that their plans and programs are supported. Ensure that staff recruitment (e.g. job postings, interviews) occurs as needed with direction from the Board of Trustees. Other duties as necessary.

Supervisory Responsibilities

Director of Congregational Engagement, Accountant, Event Coordinator, Custodial Staff, B'nai Mitzvah Coordinator

Qualifications

- Bachelor's degree, Master's Degree preferred, or equivalent life experience. 5 - 7+ years experience in a management role with demonstrated results, ideally in synagogue/non-profit leadership
- Ability to serve the needs of a diverse congregation and work in a true partnership with clergy, professional staff, and volunteers
- Demonstrated experience with volunteer management strongly preferred
- Ability to operate with a high level of personal responsibility, discretion and good judgment
- Proven ability to set and achieve goals
- Experience in budget, facility, vendor, and database management
- Knowledgeable about Jewish rituals and customs, preferably Reform Judaism

Other Skills & Abilities

Outstanding interpersonal skills with a background in volunteer management, excellent organizational skills with attention to details, excellent verbal and written communication, strong understanding and use of technology, strong financial background a plus

Certificates, Licenses, and/or Registrations

None