

JOB DESCRIPTION

JOB TITLE: Executive Director / Managing Director

REPORTS TO: PRESIDENT OF THE BOARD OF DIRECTORS

ACCOUNTABLE FOR: FUNDRAISING, OPERATIONS, MEMBERSHIP,
HUMAN RESOURCES, FINANCES AND STRATEGIC
PLANNING

SUMMARY:

Has overall responsibility for the daily business, financial activities, education and programs, as well as the long-term objectives of Temple Solel.

Is accountable to help shape and implement the policies established by the Board of Directors in support of the congregation's mission and ensures that Solel is run in alignment with its vision and values.

Enhances the Clergy's ability to provide spiritual, educational, cultural and community leadership.

Is a visible and present team member in order to build bonds and foster a culture of community, volunteerism and philanthropy.

Functions at the highest level of integrity and ethics.

OVERVIEW OF DIRECT RESPONSIBILITIES

OPERATIONS

Security and building maintenance

High Holidays Website, social media, marketing and public relations

Programming/Committee/Board liaison

Suggests course corrections

MEMBERSHIP

Membership growth and retention

Financial assistance

Exit interviews

Networking

HUMAN RESOURCE

Policy and Procedures Manual

Personnel files and Employee Handbook

Employee hiring, orientation, retention, training, goal setting, evaluations

Team building

Legal compliance and disciplinary procedures

FINANCES

Accounting procedures and internal controls

Insurance and banking

Budgets and financial reporting

STRATEGIC PLANNING

Assist in developing long term strategic plan

Continuing education

Collaboration with and support of Board of Directors

QUALIFICATIONS

Significant experience in managing large not-for-profit organizations.

Demonstrated ability in strategic planning, financial management, and fundraising. Post graduate degree in related field preferred.

Knowledge of Jewish rituals and culture preferred; however an eager willingness to learn Jewish customs and philosophies will be considered.

Team player able to effectively work collaboratively with clergy, staff and a diverse group of lay leaders and volunteers.

Proven track record in problem solving and multi-tasking.

Excellent oral and written communication skills.

Strong interpersonal skills with an ability to engage people.