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.