

EXECUTIVE DIRECTOR TEMPLE SHIR SHALOM



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The mission of Temple Shir Shalom is to create a welcoming, warm and inclusive community that honors the traditions of Judaism while embracing the innovative principles of Reform so that every member can engage in Jewish life in an environment that prioritizes *Torah* (learning), *Avodah* (spiritual growth), *G'milut Chasidim* (acts of loving kindness), *Tikkun Olam* (social action), and meaningful opportunities for personal connection to our Jewish community and the State of Israel.

About the Role

At Temple Shir Shalom, we prioritize building relationships, meeting our members where they are and creating a warm, welcoming environment for all. The Executive Director will work closely with the Rabbis to manage, supervise and grow the business of our synagogue community, overseeing day-to-day operations, communicating with the entire staff team and members, and maintaining strong relationships with stakeholders within and outside the Shir Shalom community.

About the Responsibilities

- Manage the day-to-day operations of the temple. Hire, train, supervise & evaluate all administrative, program and facilities personnel. Work closely with staff to ensure the office and facilities are always friendly and welcoming to members and visitors, and that Temple's administrative, program, and facilities needs are met.
- Create the annual budget in coordination with the Board of Directors and Rabbis; closely monitor income & expenses; develop monthly financial management reports; maintain relationships with Temple's financial partners, and work with the Temple's accounting firm to prepare accurate annual financial statements.
- In partnership with the Rabbis, Cantor and lay leadership, manage programs, marketing, public relations, community relations, membership recruitment and retention.
- Serve as the central administrator of the congregation, provide staff support to the Board of Directors, and implement the Board's decisions. Serve as resource to lay leadership, ensure Board members are informed of upcoming events, work with the President to coordinate leadership training.
- Communicate with membership in a way that appropriately reflects the vision and goals of Temple; review and edit all printed / electronic publications sent by Temple to Temple members or to the general public. Maintain Temple website as an effective communication tool with the whole community.

- Ensure exceptional maintenance, security, cleanliness and timely repair of Temple Shir Shalom properties – the physical space in which we worship, engage, learn, and celebrate together.
- Develop fundraising opportunities and strategies for the temple community, building upon our successes and growing the potential for development.

About the Executive Director – the right individual will demonstrate the following:

- Team-oriented approach focused on collective success
- Strong foundation in fiscal management, including budget development, allocation and distribution of resources, strategic vision and long-range planning
- Experience supervising and motivating a cohesive team
- Keenly-developed aptitude for managing multiple projects with competing deadlines
- Ability to work with all engaged leaders of the community, including the Rabbis, Board of Directors and our members
- Comfort in high-pressure situations
- Proven record of successfully building trusted relationships with a variety of constituencies and stakeholders

Other Personal Characteristics:

- Self-starter
- Visible and accessible leader
- Superior leadership skills; direct, transparent and concise
- Creative and innovative thinker
- Strong business acumen, coupled with good judgment
- Well organized planner with strong analytical skills
- Outstanding written and verbal communication skills
- Unquestioned ethics and integrity

Requirements

- Bachelor's Degree (minimum) in business, non-profit management, or social sciences
- Experience in working with a Board of Directors
- Strong working knowledge of Microsoft applications and QuickBooks
- Savvy with social media and online marketing utilities

Compensation

- Generous salary and benefits provided, consistent with the fact that this is a full-time, executive position coupled with the experience one brings to this opportunity.

Contact: execdirector@shirshalom.org