

## Executive Director Job Description

The Executive Director is responsible for the implementation and supervision of all administrative functions of the Temple and to adhere to the principals outlined in the Temple's mission statement. The Executive Director will work in collaboration with the Senior Clergy and under the direction of the Board of Trustees to ensure the successful operation of the Temple.

The duties of the Executive Director include, but are not limited to the following:

- Fiscal Oversight
- Human Resources
- Public Relations, Development and Member Relations
- Facilities Oversight and Security
- Membership Intake & Retention
- Implementation and evolution of the Temple's Strategic Plan

### Fiscal Oversight

In collaboration with the Controller, Auditors, Finance Committee and Treasurer, the Executive Director will assist in the development and implementation of the annual budget. He/She will directly supervise the Controller and provide the Board of Trustees with timely financial statements. He/She is responsible for supervising all areas that relate to the fiscal responsibility of the Temple.

### Human Resources

The Executive Director is responsible for the hiring, supervision, and if necessary termination of all employees as outlined by the Temple Employee Manual and By-Laws (excluding clergy). He/She is responsible for ensuring that the Temple follows all employment regulations as outlined in its personnel policies. He/She will report and collaborate with the Board of Trustees on any ongoing personnel issues both positive and negative. He/She will ensure that employment law is adhered to at all times. The Executive Director, with the Board of Trustees, will develop an organizational chart and help make changes on an as needed basis to ensure the efficient operation of the Temple.

### Public Relations, Development & Member Relations

The Executive Director is responsible for the oversight of all written correspondence and working with the Board of Trustees and Clergy to be part of a team which delineates and carries out all fundraising activities. This includes, but is not limited to major gifts, planned giving, capital campaigns, social media, and memberships dues. This team will

initiate procedures to recruit new members and maintain positive ongoing relationships with current members. The Executive Director will be responsible for new member intake and membership retention.

#### Facilities and Security

The Executive Director will supervise all relevant personnel to ensure the safe upkeep of all property, including all mandatory inspections. He/She will work with the Board of Trustees on all insurance issues. The Executive Director will work with security personnel both in-house and contract to ensure the safety of all who occupy the facilities.

#### Implementation and Evolution of the Temple's Strategic Plan

The Executive Director will implement goals and objectives of the Temple's Strategic Plan, and together with the Board and the Strategic Planning Committee, assist in the evolution of the Temple's Strategic Plan.

#### Qualifications

- Bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior management experience
- Solid, hands-on budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Temple Sinai's strategic future to Staff, Board, Volunteers and Donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate Board members and other Volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrate ability to oversee and collaborate with Staff
- Strong public speaking ability

Please send salary request with your resume. Salary will be commensurate with experience