

Executive Director Position Description Congregation Beth El, Berkeley, California

Congregation Beth El, a Reform congregation in Berkeley, California affiliated with the Union for Reform Judaism is seeking an Executive Director. Beth El, which has been in existence for over 60 years, currently has approximately 500 member families. It is a warm, inclusive, diverse and multi-generational community that respects and embraces members regardless of the Jewish path they are travelling. Beth El operates a religious school, a nursery school, and Camp Kee Tov, a summer day camp; has an active social action committee and a large lay led Torah Study group. The synagogue budget for 2009 is in excess of \$3 million. The new Executive Director will participate in a number of exciting developments in the history of our synagogue. We moved to a new facility five years ago and hired a new rabbi in 2007. In addition, we are engaged in a sustained effort to build membership and hope to grow by at least 35% within the next several years.

The Executive Director works collaboratively with clergy, professional staff, and engaged, dedicated lay leaders in this critical leadership role at Congregation Beth El. The Executive Director is responsible for membership growth and retention, for the overall management of the congregation's administrative and financial affairs, including responsibility for operations, administrative, accounting, maintenance and outside contracted personnel. The Executive Director also provides support for long-term financial planning and for fundraising, including, as needed, support for: annual giving, proposals for grants, capital and endowment campaigns. The Executive Director also plays a critical role in community and member relations.

The Executive Director is hired by, and accountable to, the Board of Directors and as a member of the executive leadership team works closely with the Rabbi and senior staff to set the synagogue's direction. The Executive Director works closely and collaboratively with the Board of Directors and committee chairs and ensures that the policies and strategic directions established by the Board regarding finances, facility use, maintenance & security, membership, dues and office administration are effectively implemented. The Executive Director is responsible for compliance with all relevant government and legal codes.

Major Responsibilities

Overview

1. Operational and administrative oversight of all financial, physical facilities, and operations (40%)
2. Membership growth and development (recruitment, retention, & maintenance), marketing, volunteer management, and fundraising (40%)
3. Strategic partner with the Rabbi and provider of staff support for lay leadership related to community building (20%)

1. Administration & Financial Management (40%):

The Executive Director will consult with the Rabbi, the Vice President, Personnel (on personnel issues), the Treasurer and the Executive Committee of the Board (on other administrative issues) with respect to major office policy, key organizational issues, and changes in key personnel.

a. Human Resources

Responsible for team building among staff and preparing job descriptions; recruiting, hiring, training, supervising, motivating, evaluating and taking disciplinary action (when necessary) with respect to all administrative staff reporting to the ED. Maintains complete personnel files and implements personnel policies.

b. Budgets

In collaboration with the senior accountant and the Finance Committee Treasurer, responsible for preparing the initial operating budget draft for approval by the Treasurer, Finance Committee, Executive Committee and Board of Directors; preparing any necessary capital budgets; reviewing, analyzing and reporting on a regular basis any variances from the approved budget.

c. Finance and Accounting

Oversee work of operations coordinator and senior accountant. Monitor all financial policies and procedures of the congregation and present necessary proposals for change to the Treasurer for approval. Direct preparations of financial statements and presentations for Board of Directors. Direct and monitor all procedures and activities related to fiscal control including cash management and reporting. Insure best practices are used in all financial management and fiscal controls.

Interact with congregation's outside accountants re preparation, review and analysis of congregational financial statements, expense documentation and special reports; with insurance brokers re changes/renewals of policies; with stock and investment brokers re stock donations and status of long term investments; and with bank managers re congregation's accounts.

2. Membership Growth & Development (40%):

The Executive Director plays a vital role in the congregation's efforts to recruit and retain members. In addition to other duties listed below the Executive Director consults and coordinates with Chairs of the Executive, Fundraising, Neighborhood, and Membership Committees as required.

a. Membership Strategy & Development

In cooperation with the Membership Committee, responsible for assisting in all aspects of membership recruitment and retention; developing a strategy and plan for growth, and

implementing procedures for welcoming and enrolling new members; providing information concerning the congregation's program and policies to prospective, new, and continuing members; maintaining accurate membership records.

b. Tzedakah Contributions (Dues), School, Kee Tov and Other Fees

Responsible for developing, implementing and overseeing procedures and systems for revenue collection from all sources; communicating with congregants regarding financial commitments with sensitivity and discretion.

c. Fundraising

Responsible for assisting in the planning and implementation of fundraising activities to reach agency financial goals.

d. Marketing

Designing and implementing a marketing program for all congregational events, programs and membership recruitment.

e. Community Relations

Promote a constructive image of the synagogue at all times; must participate actively in the life of the congregation, thereby showing an involved, visible face to the congregation; is expected to act as a liaison to other Jewish organizations and to the secular community in regard to synagogue activities, media relationships and neighbor relations; and is expected to participate in Bay Area Temple Administrators and National Association of Temple Administrators.

3. Strategic Partnerships (20%)

a. Clergy Relations

Responsible for ensuring that the synagogue operates optimally to permit the clergy to fulfill their pastoral duties; providing administrative support to the clergy as necessary; ensuring that administrative staff maintain harmonious relations with the clergy.

b. Board, Congregation and Committee Meetings

Responsible for preparing for and attending Board of Directors meetings, annual and special meetings of the congregation, and other appropriate committee meetings (e.g. Executive, Budget); ensuring that appropriate financial and other reports are prepared for the Board and its committees.

c. Community building

Build and oversee systems that promote community building (e.g. volunteer management,

outreach to target groups within community)

QUALIFICATIONS REQUIRED

Skills/Qualities

- Passionate about the role of synagogue in Jewish Life
- Ability to keep a finger on the pulse of the congregation
- Demonstrated leadership and general manager competencies with excellent judgment and strong decision making skills:
- Outstanding people skills with proven ability to effectively manage staff, build effective teams, and manage relationships with volunteers, lay leaders and members.
- Confident, calm can build consensus
- Self starter, can-do attitude
- Capacity to understand and support an organizational vision that includes expanding the membership, building community, synthesizing multiple sources of input, and stabilizing financial management
- Ability to prioritize and delegate, keep a big-picture orientation on the strategic projects described above yet also ensure details are executed
- Capacity to assist with the design and implementation of a strategic plan for an organization
- Strong communications skills, both written and verbal including:
 - Welcoming, approachable, responsive
 - Ability to listen; make people feel heard balanced with an ability to say no when appropriate
 - Ability to work with neighbors and larger community, including city and state agencies

Knowledge

- Strong knowledge of and excellent judgment in financial and accounting matters, including financial planning and budgeting, accounting systems and controls, financial reporting and analysis.
- Systems and process mind set that reflects an ability to bring systems/process improvement skills to enable more effective and efficient operations

Experience

- Proven ability to grow and retain membership, and generally oversee membership/fundraising growth, preferably in a synagogue environment
- Understands and has demonstrated a capacity to serve as a strategic partner to the Rabbi
- Relevant management experience

Salary range 70,000- 80,000 annual

Benefits include health, dental, retirement