

Temple Beth Zion Job Description - Executive Director

Title: Executive Director

Temple Beth Zion (TBZ) Description: TBZ is a thriving, progressive, and independent synagogue in the heart of Brookline, MA. TBZ is a growing congregation of over 400 member households, led by inspiring and dynamic Rabbis devoted to exploring Jewish tradition and innovation with their congregants.

TBZ Mission Statement: TBZ is an independent, inclusive Jewish congregation whose members of all ages are committed to each other, to joyful participatory worship, to meaningful Jewish learning, spiritual growth, and acts of social justice.

Position Summary: The Executive Director (ED) serves as the Chief Operating Officer (COO) of the synagogue. The ED is a key leader, and is responsible for ensuring that the rabbis and lay leadership have the administrative support to function effectively and efficiently in achieving our mission. As COO, the ED ensures ongoing operational excellence with strong financial management and reporting, establishes excellent communications with TBZ members and staff, oversees building maintenance, and facilitates consistent administrative systems. The ED collaborates with and assists the Board of Directors and Rabbis in implementing and analyzing policies, strategies, and programs, including providing significant support for development and fundraising. The ED works collaboratively with the Rabbis, staff, and committees to develop the TBZ calendar and the timelines and resources needed to achieve TBZ's strategic goals.

Reporting: The ED reports directly to the (Co-)President(s) and works in partnership with the Senior Rabbi and the Rabbi of Congregational Learning and Programming.

Salary & Benefits: Salary Range: \$85,000-\$110,000. Benefits include health insurance, paid time off including Jewish and secular holidays, and a budget for professional development to pursue learning opportunities to build and strengthen the skills required in this role.

Role and Responsibilities

Organizational Leadership:

- Work closely with the Board of Directors and Rabbis on matters pertaining to administration and operations, strategic planning, development, and fundraising.
- Provide overall direction in areas of administration and operations.

Personnel:

- Hire, supervise, and support all office and contract staff.
- Develop/review job descriptions, salary scales, and benefits packages for office staff.
- Promote a sense of teamwork and shared mission and goals among the staff.
- Implement a formalized annual performance review and goal setting process for reporting staff.
- Regularly update the Employee Handbook and establish personnel procedures as necessary.
- Oversee administration of payroll and benefits.
- Secure outside counsel/consultants as necessary.

Financial Management

- Monitor expenses and income against the annual budget.
- Manage and investigate financial and membership data trends for opportunities for fiscal growth. Recommend policy and procedural changes.
- Provide the Treasurer and Board with timely financial reports.

- Work with the bookkeeper to ensure regular payroll, invoice payments, and member billing.
- Manage billing for members' dues and fundraising pledges.
- Develop the annual budget in coordination with the Treasurer and Board.
- Partner with development leadership to set fundraising goals and strategies and provide ongoing support, direction, and reporting.
- Seek cost-effective options for purchasing quality materials and services.
- Oversee relationships with banks and other financial institutions.
- Provide assistance to TBZ committees on budget matters as needed.

Office Management

- Responsible for efficient and effective day-to-day operations of TBZ.
- Coordinate and oversee preparations for all activities: Shabbat, holidays, meetings, classes, ritual and life cycle events, and space rentals.
- Ensure that the calendar of activities is current on all platforms.
- Maintain an internal calendar and timeline of tasks and annual events including holidays, membership renewals, development/fundraising appeals, etc.
- Maintain and update current Process and Procedures for essential office functions including: technology use, scheduling, facilities rental, supply purchasing, etc.
- Ensure timely and accurate member communications.

Building Operations

- Responsible for the 24/7 security, safety, maintenance, cleanliness, and timely repair of the building.
- Ensure that all equipment is adequate for the synagogue's needs and in good repair.
- Report to the (Co-)President(s) and Building Committee Chair unexpected or extraordinary expenditures needed for effective property maintenance or management and the budgetary implications.
- Maintain proper care of religious ritual items in consultation with the Rabbis and Synagogue Practices Committee.
- Assure adequate insurance coverage.
- Manage relations with service suppliers and contractors.
- Responsible for emergency and disaster planning, in coordination with relevant lay leaders and security consultants.
- Manage space rentals and parking space rentals.

Communications

- Ensure communication and information sharing among office staff, Rabbis, (co-)president(s) and others (committee chairs, synagogue members, contract staff) as needed.
- Build relationships with and support Committees and Committee Chairs, attending meetings as needed.
- Ensure that all official mail and e-mail communications are professional and accurate and in keeping with the culture of TBZ.
- Participate in the review and approval of all standards for public communications, including quarterly newsletter ("Koleinu") and social media.
- Oversee content of weekly community e-mail, "Happenings."
- Ensure timely email announcements regarding deaths, shivas and funerals.
- Ensure that synagogue activities are regularly publicized internally and externally using social and traditional media.

Membership

- Ensure that all members are treated graciously and respectfully, fostering a culture of excellent customer service befitting a religious and spiritual institution.
- Ensure that member inquiries are responded to in a timely manner and that members are connected to the appropriate person to address their needs.
- Ensure new members are successfully shepherded through the process of inquiry through engagement, in coordination with lay leadership.
- Ensure that all membership materials are updated annually as needed and that new materials are created when necessary.
- Ensure a dignified and respectful process around dues reduction requests.

Board of Directors

- Attend Board meetings and Operations Committee meetings and work in collaboration with the (Co-)President(s), Rabbis and Committee Chairs in preparing any necessary materials or information.
- Serve as a resource for information, guidance, and strategy for Board initiatives.
- Provide reports to the Board as requested.
- Provide support to committees as needed.
- Carry out the decisions and plans made by the Board of Directors.

Relationships Beyond TBZ

- Represent TBZ in the community as suggested by the Rabbis and (Co-)President(s).
- Maintain good relationships with neighbors.

Qualifications

- Bachelor's degree or related job experience
- 3 to 10 years' experience managing a non-profit organization including financial management
- Strong working knowledge of finance systems, CRM software, social media, and websites
- Familiarity with fundraising and development strategies and management
- Experience managing, supervising, and mentoring staff
- Ability to model and facilitate a collaborative team environment
- Experience working with a Board of Directors and volunteers
- Strong interpersonal and relationship-building skills
- Able to work a flexible schedule for evening and weekend meetings and events
- Knowledge of Judaism and understanding of synagogue life