

TEMPLE BETH ZION - BUFFALO, NEW YORK

JOB DESCRIPTION: EXECUTIVE DIRECTOR

I) OVERVIEW

The Temple Executive Director serves as the chief Executive Director of the synagogue. This professional executes the vision of the Temple Board of Trustees by managing the economic, physical and human resource functions of the synagogue. Through these, the Executive Director plays a critical role in supporting the Board and clergy to achieve both the spiritual and financial health of TBZ and the 800-families that it serves.

II) REPORTING, SUPERVISION AND CLERGICAL RELATIONSHIP

Reporting: The Executive Director reports to the Board.

Supervision: The Executive Director supervises _11 employees representing the nine key functional areas outlined herein.

Clergical Relationship: The Executive Director is an equal contributor to the clerical team in decisions and management, offering context in any and all operating matters of the synagogue.

III) DUTIES AND RESPONSIBILITIES

A) FINANCIAL MANAGEMENT

- Ensure financial systems are maintained, backed up and improved on a regularly basis.
- Approve all expenditures prior to commitment, verifying availability of funds and timing. Manage this on a weekly basis unless extenuating circumstances dictate otherwise.
- Review short-term cash needs on a regular basis, usually weekly or sometimes daily basis depending upon extenuating circumstances.
- Oversee work of the accounting department.
- Implement dues policies and assessments. Monitor the billing and collection of dues with the assistance of the Accountant and manage dues adjustments(). Prepare annual budget for board approval during the budget cycle of February, March and April.
- Manage the budget on both short and long term basis. Complete monthly reviews and analysis and make necessary reforecasting adjustments.
- Manage URJ MUM requirements, payments and discussions, as they arise.
- Provide timely and accurate reports for review by the Financial Planning Committee and Board on at least a quarterly basis and more frequently as needs dictate.
- Expedite long-range financial planning on an annual basis aligning with prior budgeting, cash flow realities and forecasted revenue and expense factors.

B) FACILITIES AND PROPERTY MANAGEMENT

- Ensure the healthy, safe and clean operation of all facilities through the establishment and review of all health, safety and security procedures.
- Guide and support maintenance personnel on matters pertaining to the organization, cleanliness, repair, maintenance and safety of buildings and grounds. Supervise two maintenance supervisors in order to ensure facilities operate optimally.
- Ensure that properties adhere to all local, county, state and federal codes and regulations.
- Maintain proper insurance on the properties (See Administration).
- Manage tenant relations including, but not limited to, leases, issues management, direct maintenance and the scheduling of work.
- Ensure the availability of the building for funerals, weddings, namings and special event requests. Supervise maintenance and receptionist personnel to achieve this.
- Ensure all contracts for events are completed and executed through the supervision of staff. Manage any issues that arise through contracts.
 - Participate in negotiations and sign all agreements for premises leases, contracts and commitments.
 - Review all ongoing service and equipment contracts and initiate new contracts as needed.
- Manage facility renovations and improvements.

C) LEADERSHIP AND GOVERNANCE

- Attendance at Board meetings and relevant Committees
- Interface with Board of Trustees and committees for information, resources, support and implementation of policies and practices.
- Brief clergy and Board Trustees on all operational matters.
- Serve as Governance Committee member and ensure completion of governance tasks including but not limited to nominations and by-law revisions.
- Prepare or review all aspects of the June Annual Meeting.
- Advice, facilitation and support of Clergy and the Board
- Contribute to, and support the development of, Trustees and other leadership.
- Resolve or contribute to the resolution of issues both internally and externally to Temple.
- Represent TBZ at community events and special functions.
- Maintain professional membership in NATA.

D) DEVELOPMENT AND FUNDRAISING

- Identify, and enhance, new and existing opportunities for giving (ie: Planned Giving, Legacy Society, Delaware & Broder Center dedications)
- Provide oversight and supervise administrative resources for the planning, guidance and execution of the Kol Nidre Campaign.
- Facilitate and implement with the Executive Assistant, lay leadership and relevant staff as required all fundraising activities (i.e.: Summer Celebration, Legacy Society, Cultural Ad Book)
- Manage donor relations. Maintain the highest level of contact with key congregants.
- Serve on the Development Committee, supporting its needs and activities
- Seek out and research new opportunities and/or sources of funding.

E) HUMAN RESOURCES MANAGEMENT

- Direct all hiring and termination of administrative and maintenance staff.
- Serve as ex officio member of Search Committees providing advice and support, as requested.
- Review human resource scheduling on a weekly basis in order to ensure coverage.
- Provide oversight of personnel policies and practices and ensure updating as required.
- Manage the performance management process.

F) CONGREGATIONAL RELATIONS

- Serve as initial contact with potential members, providing information regarding worship, education and committee opportunities in addition to dues information and other matters of interest.
- Determine dues amount, other special and unique needs and follow-up with the potential member. Approve dues adjustments as required.
- Troubleshoot issues and serve as point of contact for member concerns.
- Complete interviews with exiting members and share suggestions for improvements with the Board of Trustees and clergy.

G) HIGH HOLY DAYS AND OBSERVANCE EVENTS

- Oversee all aspects of High Holy Days planning from June to October including mailings; ticket requests; Becker Farms accommodations; maintenance personnel scheduling and duties; building preparedness; parking; office coverage; and, special requests.
- Assist clergy with regard to service times, pulpit honors and other planning requirements during July and August.
- Provide support in all aspects of other observance events including, but not limited to, Passover, Simchat Torah, Shavuot, Purim, Chanukah and Sukkot.
- Maintain presence during services to troubleshoot issues and concerns as needed.

H) ADMINISTRATION, COMMUNICATIONS AND TECHNOLOGY

- Supervise the day-to-day operations of the Temple (C.O.O.) including administration, communications and technology.
- Implement office policies and procedures and support the development of other such procedures for Temple programs.
- Review and maintain with the Accountant insurance policies for all Temple staff. Oversee the Temple calendar as completed by the Receptionist. Approve changes, resolve conflicts and conduct the annual calendar meeting.
- Review all external Temple communications including the monthly bulletin; weekly email and press releases.
- Manage public relations opportunities and issues ensuring that key Temple stakeholders are informed and/or engaged in the process/event.
- Oversee the application of technology, including computers and office equipment, and related servicing and purchasing requirements, as needed.

I) EVENTS AND SPECIAL PROJECTS

- Participate in and/or provide advice in the planning, execution and evaluation of special events or projects that address technology (i.e.: Visual Tefillah); notable anniversaries (i.e.: Delaware 50th Anniversary); and other special events of note, as determined by the Temple Board of Trustees. Participate in all other special projects, including renovations and task forces.

IV) Qualifications

The ideal candidate is a skilled and organized manager with the ability to move from dialog to decision-making and a skilled supervisor and motivator who can effectively manage the complex operations of the Congregation.

- Bachelor degree required, master's degree preferred.
- 5+ years management experience in a non-profit or corporate setting.
- Demonstrated management and employee relations skills.
- Understanding of the relationship between the Board of Trustees and professionals and the ability to work both independently and as a team member.
- Understanding of Reform Jewish values, rituals, customs and holiday practices.
- Ability and willingness to take an active leadership role in congregational life; including attendance at Shabbat services, holiday/festival services, and congregational activities many of which are on evenings and weekends.
- Strong interpersonal, diplomatic and political skills to relate effectively with clergy, staff, lay leadership, volunteers, and members of the congregation.
- Demonstrated expertise and competence in financial management, budgeting, recordkeeping, payroll administration and preparation of annual budgets and ongoing reports.
- Excellent oral and written communication skills.
- Strong computer skills with experience in Word, Excel, website and database management, and social media platforms. Knowledge of Traverse and Temple Tracker is a plus.
- Synagogue management and fundraising experience is a plus.

Compensation and Benefits

This is a full time position, providing paid vacation and sick days; professional membership association dues and convention expense reimbursement; and other benefits.

Salary is in the \$70,000 range to start commensurate with experience.

Applicant Information

Send cover letter and resume by March 1, 2016 to: executivedirectorsearch@tbz.org.