**Please send resumes to: ticedsearch@gmail.com**

# JOB DESCRIPTION – EXECUTIVE DIRECTOR

**Temple Israel Center is an egalitarian synagogue of nearly 800 families, committed to the principles of Conservative Judaism. We are a vital, spiritual and dynamic community located in central Westchester County, N. Y.**

**Executive Director (E.D.) serves as the Chief Operating Officer of the synagogue, overseeing and managing the day-to-day operations of Temple Israel Center. He/she reports directly to the President of the congregation and its Board of Trustees. He/she works in partnership with the clergy and lay-leaders, representing the officers and directors in administering the affairs of the congregation.**

**We are seeking a dedicated professional with strong leadership and people skills who also brings creativity in order to help us attract and retain members, allow us to do even better what we are already doing well, to help us improve what we are not, and to think about potential new and better ways to do things.**

**The ED should be skilled in both written and verbal communication and able to exercise initiative and judgment in interpreting and applying policies and regulations. He/she should be financially competent and knowledge of CHAVERWARE and Peachtree Accounting is very helpful. He/she should have excellent computer skills and knowledge of Microsoft Word, Excel, Access, Powerpoint, and Publisher is required.**

**The E.D.'s areas of responsibility are broad and varied, and specific functions include but are not limited to:**

**Congregational:**

- **Serving as the administrative contact person for members' needs, questions, concerns and complaints (excluding issues that are the province of the clergy).**
- **Facilitating the effective implementation of the policies established by the Board of Trustees regarding the congregation's finances, facility use, membership, dues and fees collection and program administration.**
- **Fosters a warm and caring environment so that the synagogue is a place where congregants and staff feel welcome, respected, nurtured and appreciated.**
- **Serving as a Jewish role model within the congregation and the larger local community.**

**Management, Administration and Staff Leadership**

- **The supervision and management of all administrative activities and functions.**
- **To recruit, train, supervise and dismiss (when necessary) synagogue staff, including office and building maintenance personnel.**

- **To allocate and assign personnel work loads among the administrative staff to ensure the timely and effective completion of administrative tasks and projects.**
- **The mediation of interpersonal conflicts between staff members, and the attempt to resolve disputes as amicably as possible.**
- **To oversee office computer systems for synagogue database maintenance, fiscal reporting, internal and external publications, High Holy Day seating, Yahrzeit information and other related administrative matters.**
- **To evaluate and (as needed) acquire computer hardware and software for the efficient performance of administrative needs and communication with the synagogue's membership.**
- **Supervision of the maintenance staff and all of the synagogue's building maintenance including the planning of and arranging for ongoing maintenance and repair services and involvement as needed on any capital projects. Supervision of all of the building's security needs.**
- **Responsibility for the rental of synagogue space by other organizations for appropriate events and activities with the Catering Manager. Oversight of office staff responsible for space rentals for synagogue member life-cycle events.**
- **Providing oversight to the Catering Manager regarding the administration of catering panel contracts, planning of life-cycle events and the weekly congregational Kiddush.**
- **Liaise with and support directors of schools and Youth and Family education to ensure efficient operations of the schools and education programs.**

**Lay Leadership:**

- **Providing staff support for Lay Leadership, and attending and participating in all monthly meetings of the Executive Committee and Board of Trustees. Providing a monthly E.D. report on a variety of current issues and concerns.**
- **Serving as a resource to lay leadership on various matters when such information and advice is solicited or needed.**
- **Assisting synagogue committees and groups in the planning and implementation of their programs and activities**
- **Working to expand involvement of members in synagogue activities and to develop new leadership.**

**Fiscal Management:**

- **Providing oversight to the staff and lay leadership in the development of and administration of the annual synagogue budget.**
- **In coordination with the Finance Manager, lay synagogue comptroller, financial officers and the Budget Committee, providing current information required to create the annual budget, attending Budget Committee meetings and maintaining oversight of the annual budget once passed. Providing support to the Audit Committee.**
- **Supervision of the purchasing of goods and services by all departments.**
- **Signing-off on all bills and expenses related to the synagogue budget.**

- **Examination of all payroll reports for accuracy, and communication of any errors or inconsistencies to the Finance Manager and, if appropriate, to the synagogue's financial officers.**
- **The purchase and administration of the synagogue's insurance coverage including property, liability, inland marine, accident and health insurance.**
- **Providing administrative support and direction for fundraising projects and development activities of the congregation. Providing assistance and support to the Dinner Dance committee to help plan and implement this annual event.**
- **Providing assistance to the Financial Secretary and Finance Manager in regard to the collection of payments from members in arrears.**

**Cemetery:**

- **Serving as the synagogue staff-contact person for inquiries regarding the purchase of cemetery plots, interment locations, erection of monuments, footstones or other related cemetery matters.**
- **Providing information to synagogue members on plot costs, issue invoices for the sale of plots, issue cemetery plot deeds and record all deeds in the synagogue records.**
- **To create and mail burial authorizations for interments in plots at Sharon Gardens and Glenville locations as needed, on a timely basis.**
- **To interface with the cemetery caretaker at Glenville Cemetery regarding internments, plot maintenance, repairs, etc.**

**Membership:**

- **To provide supervision and guidance to the Membership Manager on all issues related to membership including prospective member inquiries, new member engagement, and new member events and attend Membership Committee meetings.**

**Communications:**

- **Provide oversight for the synagogue's newsletter (" Hadashot") by obtaining, editing and proofing articles and other materials on a monthly basis.**
- **Provide oversight on the weekly community e-mail of updates on synagogue and Jewish community current and future events.**
- **Oversight of Facebook page and media press releases as needed.**
- **Create and distribute time sensitive bereavement communication emails to the community.**
- **To oversee and maintain the internal telephone, fax, Internet and e-mail systems in all synagogue administrative, school, custodial and clergy offices.**

**High Holy Days:**

- **Oversight of all preparations and purchasing of High Holy Day printed materials, including response cards, envelopes, secondary notifications, Kol Nidre Appeal pledge cards, etc.**

- **Oversight of all scheduling, facilities setup, and security planning for the High Holy Day services in coordination with the Clergy and Ritual Committee.**
- **Providing assistance to the High Holy Day seating committee as needed throughout the seat assignment process. Handling of seating issues that arise prior to the High Holy Days after the seating assignment process has been completed and tickets mailed to members and non-members.**
- **Oversight of and arrangement for private and local governmental security coverage throughout the High Holy Day period.**
- **Arranging for rental of additional temporary seating and the courtyard tent.**
- **Arranging for rental of additional sound and audio-visual equipment, and on-site technicians to operate the equipment on each of the High Holy Days and handle any logistical needs for Sukkot and Simchat Torah.**