

Beth Israel Congregation Executive Director

January 2019

Overview of the Position: The Executive Director (ED) manages, oversees and is ultimately responsible for the synagogue budget, its physical plant, supervision of non-clergy synagogue personnel, and the overall management and day-to-day operations of the synagogue. The ED, in partnership with the rabbis and lay leadership, is responsible for program, membership services, resource development, and defining and operationalizing the vision of the synagogue.

Areas of responsibilities include:

1. *Human Resources Management:* Hires, supervises, trains, motivates and evaluates staff, in coordination with clergy and lay leadership. Maintains employee documentation, including operating procedures, Employee Handbook, job descriptions, the Board manual and minutes, and synagogue organizational chart. Utilizes best practices in workplace leadership and management to create a culture of excellence. Works with staff to set clear goals, and supports staff development. Encourages team-building by facilitating open communication and positive working relationships.
2. *Strategic Planning, Governance, and Administrative Responsibilities:* Takes a leadership role in the development and implementation of Beth Israel's organizational vision, strategic and long-range planning, governance practices and procedures. Advises and works in collaboration with Board of Directors, clergy, committees and auxiliary organizations, actively participates on Beth Israel standing committees, and provides financial reports and analyses.
3. *Fiscal Management:* Implements the Board's policies for the allocation and distribution of resources. Develops annual budget in consultation with Finance and appropriate standing committees, clergy, staff and board. Oversees financial systems including payroll, benefits, taxes, budgeting, purchasing, contracting, insurance, and financial resources (with appropriate lay committees). Provides and interprets regular financial statements and budgetary information for the Board and appropriate committees.
4. *Development:* Takes active role in coordination and support of fundraising efforts, including solicitation of annual and ongoing donations, events, grants, bequests, capital and in-kind gifts. Staffs the donor solicitation efforts of lay leadership.
5. *Membership Recruitment, Engagement and Retention:* Works with synagogue staff and lay leadership to plan and implement membership outreach, engagement, and retention, including spiritual, social and educational programming. Seeks to understand and address member interests and needs, advises staff and/or lay leaders of specific membership needs. Responsive to member concerns and satisfaction.
6. *Communications, Marketing, and Outreach:* Directs synagogue communications efforts including website, social media, electronic and print media, utilizing a strategic communications strategy. Oversees calendar systems to communicate programming for all synagogue news and events. Promotes community awareness of Beth Israel's strengths, mission, vision and legacy. Participates in networking and community activities on behalf of the synagogue; builds strong working relationships with community, regional and national groups and organizations.

7. *Facilities Management:* Supervises facility operations and building usage scheduling, building maintenance and repair, computer systems, rental relations, campus improvements, security. Oversees the use of kosher kitchen, including caterer coordination. Works in coordination with the Building Committee and other relevant committees. Manages basic contracts and vendor relationships.
8. *Program Management:* Assists Board and clergy in the development of programs and services. Facilitates and oversees program staff and lay leaders in the conduct of research, planning, development, implementation and evaluation of programs and services. Ensures that programming and services meet policy guidelines and reflect synagogue priorities as determined by the Board.

The successful candidate will be a dynamic and experienced manager who is interested in assuming a key leadership role in supporting our vibrant and welcoming congregation.

Required Qualifications:

- Bachelor's degree from an accredited college or university.
- Minimum five years relevant experience in organizational management that includes managing staff, volunteers, programs and events.
 - Excellent organizational, communication and interpersonal skills.
 - Significant financial management, budgeting and reporting, and internal controls skills.
 - Appropriate computer skills such as Excel and digital communications as well as payment tools or organizational management software (such as Quickbooks, ShulCloud).
- Involvement in fundraising campaigns.
- Knowledge of marketing and communications, including website and social media.
- Facilities management.

Required Capabilities:

- Ability to build and sustain relationships with diverse constituencies.
- Ability to think strategically considering topics of importance to today's Beth Israel and to the future Beth Israel.
- Ability to prioritize, make sound decisions quickly and appropriately on a wide variety of issues and tasks.
- Ability to exercise initiative and sound judgment in interpreting and applying policies and regulations.
- Familiar with Jewish ritual, holiday and life-cycle traditions.
 - Strong written and oral communications skills.
- Ability to work evening and weekend hours as needed to attend synagogue meetings and events.

Serve as an active and positive Beth Israel ambassador within the wider community.

- Positive attitude, approachable, functions with clarity, transparency, and integrity.
- Flexible and innovative. Must enjoy working with people and be able to establish and maintain effective working relationships with others.

Desired Qualification:

Active member of the Jewish community.

About Beth Israel Congregation:

Beth Israel is a fully egalitarian mid-sized Conservative congregation that affirms inclusion in Jewish life. We are passionate about engagement in Judaism through the study of Torah, acts of loving-kindness and *tikkun olam* in our congregation and community, and through meaningful worship that draws on the skills and dedication of our members. For more information, visit our website at <http://www.bethisrael-aa.org/>.

About Ann Arbor:

Ann Arbor is a vibrant, diverse, globally-minded community with a strong and engaged Jewish community. As a university town, Ann Arbor has an eclectic and internationally-recognized food scene as well as a wide range of entertainment and community engagement activities. There are festivals, marathons, fairs, and sporting events for every taste and interest. A nationally-recognized library system and a strong school district and parks system provide abundant opportunities for families with children.

- Benefits: paid sick/vacation time, medical, retirement plans, parental leave
- Other benefits: Professional dues, funding for conference attendances, religious school tuition, congregational membership.

How to Apply: Interested applicants should send a cover letter and resume to the Executive Director Hiring Committee at bicdirectorsearch2019@gmail.com.