

## **KAM Isaiah Israel Director of Operations**

The Director of Operations is the key professional responsible for KAMII's business operations and day-to-day functions. This includes handling the synagogue's budget and finances, overseeing and coordinating the logistics for synagogue's operations, managing relationships with tenants, and supporting the activities of the clergy, Board, lay leadership, and committees. In addition to managing all aspects of the congregation's relationships with its tenants, the Director of Operations is expected to develop and maintain effective communication with synagogue staff, the Board and other lay leaders, and, as appropriate, Congregation members and the broader community.

The Director of Operations works closely with the clergy, the Director of Community Engagement, and other members of the KAMII staff to create a team that assures the successful operation of varied aspects of the Congregation. While the Director of Operations has specific areas of responsibility, working as part of a collaborative, innovative team is critical to the success of the position and the Congregation. The position reports to KAMII's Board, through the President, and is primarily a business-hours position, though likely will include occasional early mornings, evenings, and weekend work.

### **Key Responsibilities**

The key responsibilities for this position include:

#### *Finance*

- Responsible for management of all financial matters, including maintaining accurate and secure records.
- Coordinate with the Treasurer on financial matters and serve as an *ex officio* member of the Finance Committee.
- Oversee preparation of monthly financial statements and reports.
- Attend Executive Committee meetings and make a quarterly financial presentation to the Board.
- Lead the annual budgeting process, working with clergy, staff, and board.
- Handle accounts receivable and accounts payable, including fully processing and accounting for payments received and approving and accounting for expenditures and payments to vendors in an efficient and effective manner.
- Manage receipt of all gifts and contributions, including accounting for and providing timely acknowledgment that cordially details required tax-related information for all gifts.
- In coordination with the Director of Community Engagement, maintain current and accurate records of members' dues payments and all other member related financial issues, and in coordination with the Treasurer and President, resolve issues regarding delinquent dues and fees.

#### *Facilities*

- Manage maintenance of building, grounds, and equipment, including arranging for prompt repair or replacement as necessary.
- Coordinate on facilities matters with and serve as an *ex officio* member of the House Committee.

- Schedule use and coordinate proper set-up of facilities for all congregational events and special rental events.

#### *Tenants*

- Manage all aspects of relationships with building's tenants, including negotiating use agreements, establishing building policies, and assuring compliance with both.
- Cultivate relationships with potential new tenants as appropriate, and steward partnerships for event rentals, all to benefit of the Congregation's operations by offsetting the cost of operating our physical plant.
- Maintain records regarding tenants and coordinate leases and lease renewal.
- Monitor tenant usage of the building to ensure appropriate adherence to rental agreements
- Resolve any issues that arise between building tenants, custodial staff, and others using the building.
- Steward the creation of a comprehensive plan for how building rentals and space sharing partnerships can support the congregation.

#### *Administration*

- Supervise support staff, including administrative assistant, bookkeeper, building and maintenance staff, and any work/study students.
- Collaborate with Director of Community Engagement to oversee administrative and logistic support necessary for all KAMII events, including overseeing creation of necessary forms, coordinating mailing distribution of materials to members, managing RSVP and ticketing processes, operating an information table at services or events when appropriate, and attending all High Holy Day services.
- Maintain accurate, secure, and confidential records related to operations and personnel.
- Oversee maintenance of accurate and reliable master calendar for all building programs and events – including Congregational events, tenant events, and special events/rentals.
- Evaluate, maintain, and update synagogue security systems, including burglar and fire systems, security systems, and security vendors.
- Evaluate, maintain, and update computer and information technology systems, including phone, internet, etc. and other required services.
- Attend Jewish and non-profit professional organization meetings and conferences to stay current with trends in synagogue and non-profit administration.

#### *Human Resources*

- Maintain personnel files and enforce personnel procedures for all employees in accordance with federal and state law.
- Research, negotiate, monitor, and recommend to the Board of Directors benefit packages as appropriate.
- Conduct annual individual performance reviews for all direct reports, including administrative, financial, and building and maintenance staff.
- Liaison with the University of Chicago regarding Work Study students.

**Key Competencies:**

- High executive function.
- Effective communicator with established communication skills.
- Strong organizational, time management, and problem-solving skills.
- Proven capacity to manage multiple demands on-time and meet deadlines.
- Demonstrated ability to identify and set priorities.
- Proficiency in use of Microsoft Office applications and/or Google Suite applications.
- Familiarity with databases.
- Ability to assess and retool processes, if appropriate.

**Experience:**

- Facilities and building management, including experience working with tenants, building systems, and building maintenance.
- Financial management, including understanding of budgeting and cash management.
- Demonstrated supervisory skills with people at different levels, including outside contractors/tradespeople.
- Negotiating leases or ability to manage the process

**Personal Qualities:**

- Team player and ability to succeed in a collegial environment.
- Desire to work in a friendly, respectful sacred partnership with clergy and professional staff.
- Capacity to foster trust and instill confidence.
- Exhibit genuine interest in and care for staff, members, and tenants.
- Easy to talk to and a thoughtful listener.

**Salary, Hours, Benefits:**

- \$50,000-\$65,000 per year.
- Full-time.
- Benefits include health insurance, paid time off, parental leave.

**APPLICATION INSTRUCTIONS**

If you would like to apply for this position or have questions, please follow up by emailing KAM Isaiah Israel at [applications@kamii.org](mailto:applications@kamii.org) and we will follow up with you. If you would like to apply, please include a copy of your current resume and any other materials you would like us to consider with your email.