Congregation Beth Emeth
Executive Director Job Description

(also at https://bethemeth.org/executive-director-search)

The Executive Director at Congregation Beth Emeth is responsible for the administrative management of all synagogue operations, finances, and facilities. The Executive Director also plays an integral role as an ex officio member of the Board of Directors by helping to develop and implement policy set by the Board. Additionally the Executive Director supports the clergy, provides staff oversight, and collaborates with lay leaders.

Principal Duties:

I. Operations: The CBE Executive Director manages all operations throughout the congregation.

- As Financial Manager, the Executive Director in conjunction with the Synagogue Treasurer, leads all aspects of the congregation's finances, including budgeting, financial operations, and investments, and developing financial reports; works in concert with the accounting staff.
- As Facilities Manager, the Executive Director oversees the staff involved in synagogue facilities including event scheduling, building maintenance, repair, and renovation, as well as facility and grounds security.
- As Strategist, the Executive Director works to establish policies that support the long-term operational health of the congregation including fiscal matters, volunteer development, communication needs, and staffing requirements.
- As Team Leader/Human Resources Manager, the Executive Director oversees all staff members, providing structure, supervision, and support.
- As Governance Leader, the Executive Director ensures that operations are conducted in accordance with the synagogue's constitution and by-laws.

II. Resource to Board of Directors/Synagogue Committees/Rabbi

The Executive Director acts as ex officio member of the Board of Directors, providing assistance and guidance as required. Provide guidance and consultation to auxiliaries and standing committees to advance the goals of the synagogue.

III. Community Engagement

- Foster a warm and caring environment for congregants, lay leaders, volunteers, staff, potential members and visitors.
- Represent CBE with area synagogues, community groups, and organizations.
- Insure content consistency for publications, the website, social media tools and other written media in partnership with Communications Manager
- In **liaison** with the Rabbi and Executive Board, ensure that synagogue operations and programming are **reflective** of congregational values.
- Serve as a resource to the Rabbi and the Board of Directors to provide support for activities and programming

Required skills and qualifications

- Experience managing a staff
- Ability to solve complex problems and exercise independent judgement
- Strong organizational and multitasking skills
- Excellent written and verbal communications skills
- Diplomacy, confidentiality and superb customer relationship management skills
- Experience working with volunteers
- Understanding of Conservative Jewish values, rituals, customs and holiday practices
- May need to attend meetings in evenings or outside normal office hours

References: 3 professional references required

Compensation: competitive

Please send resume by Wednesday, July 15, 2020 to jobs@bethemeth.org.