

TEMPLE EMANU-EL EXECUTIVE DIRECTOR

ABOUT THE ROLE:

Temple Emanu-El, a warm and vibrant Reform congregation of about 325 families in Toronto, is seeking an Executive Director. A senior member of our team, the Executive Director is responsible for the management and business operations of Temple Emanu-El. The Executive Director works directly with the clergy, the rest of the staff and the Board of Directors to implement the mission, vision and goals of the congregation. The Executive Director is responsible for developing, implementing, and managing all systems to create a caring, collaborative environment that optimizes the experience of our members and staff.

START DATE:

Position becomes available March, 2024 but we are prepared to wait for the right person.

ABOUT YOU:

You are personable and engaging. You love your work, and your enjoyment is infectious. You like a challenge, and don't panic when things get complicated; instead, you create solutions in a productive way. You enjoy learning new skills and aren't afraid to ask questions. You are a thinker and a doer. You have great ideas and are open to accepting and working with and incorporating the ideas of the rabbi, cantor, staff, board members and congregants.

You are a creative thinker, and an experienced manager of people, projects, and events. You love every piece of the puzzle. You care about getting things done and ensure they are done well. Professionalism and excellence are integral to who you are.

You love working with people. You have experience managing team members in a respectful way. You listen and are open to diverse perspectives. You are self-confident and inspire confidence in others. You believe in the power of teams and are adept at delegating, but equally willing to roll up your sleeves and dive in as needed.

You understand the value of efficient systems. You are adept at data organization and have financial-management experience, including creating and managing budgets. You are interested in leading-edge ways to use technology to organize data, facilitate action and engage people in the process.

You embrace diversity and inclusivity. You accept the different ways people live their lives. You understand or are open to learning about Reform Jewish customs, practices, and holidays.

You can make difficult decisions. When people come to you with a challenge, you listen, consider the options and/or create new ones, consult with others as appropriate, and then you decide. As one of the leaders of the synagogue, you understand the weight of your decisions. You take responsibility and are accountable for your decisions, even if the results are not as expected.

RESPONSIBILITIES:

Organizational Leadership

- Foster a welcoming environment for congregants, lay leaders, volunteers, potential members and visitors
- Collaborate with the clergy and board to realize Temple Emanu-El's vision and policies
- In partnership with the clergy, education director and lay leadership, implement strategies for community connection, engagement, and retention
- Cultivate and nurture relationships and address congregational concerns in a timely manner

Operations and Administration

- Manage the day-to-day operations of the synagogue
- Develop and implement policies, best practices, and procedures including health, safety and security policies
- Maintain appropriate insurance
- Manage annual commitment process
- Ensure accuracy of membership information, records, and reporting
- Responsible for equipment, technology, and vendor relationships
- Promote effective information-sharing among clergy, staff and the board
- Participate in regular board meetings, providing an Executive Director's update
- Oversee external communications

Human Resources

- In consultation with lay leadership, responsible for the hiring, contracts, and management of administrative, financial and facilities personnel
- Train and supervise staff and foster a culture of positivity, respect, collaboration, empowerment and integrity
- Oversee all employee benefit programs, policies, and vacation schedules; ensure compliance with current labour laws
- Facilitate and manage volunteer engagement

Life Cycle and Event Management

- Responsible for organizing staff, vendors, and details for all services and events
- Manage logistics for set-up, special instructions, and clean-up for all services and events

Financial Management and Fundraising

- Oversee all financial operations and collaborate with bookkeeper, board treasurer and auditor to ensure legal compliance, integrity, and transparency
- Collaborate with staff and lay leaders to create and manage the budget
- Provide support for fundraising initiatives and donor stewardship

- Research and apply for grants; seek out opportunities to rent the synagogue's facilities and grounds

Facilities Management

- Oversee all aspects of the building operations, ensuring that the building, grounds, and equipment are properly maintained
- Manage facilities personnel, security, vendors and utility contracts
- Ensure legal compliance with inspection and maintenance schedules
- Work proactively with the House Committee on capital improvement plans

YOUR IMPACT

This job is considered a long-term leadership position. You will be an integral part of Temple Emanu-El and the first person many new members will meet. You will help set the tone for the rest of the staff. You will help us build sustainable operating systems and manage our growing community and programs. Your ability to juggle numerous priorities at once with optimism, enthusiasm and rigorous attention to detail will create a lasting impact on our congregation and community. The Executive Director will report directly to the rabbi.

SALARY & BENEFITS:

- This is a full-time, in-person position
- There is a requirement to work some evenings and weekends on a regular basis; time in lieu will be provided
- Values-aligned and family-friendly work environment
- Extended health and dental benefits
- Professional development opportunities
- Generous vacation time
- The salary range for this job is \$70,000 - \$90,000

APPLICATION PROCESS:

If you possess most of these skills and think you might be the right person for this role, we encourage you to apply. Please email a cover letter and resumé to templemanueljobs@gmail.com. Applications will be reviewed on a rolling basis.

Temple Emanu-El seeks diversity, equity and inclusivity in its leadership and staff. We invite applicants with diverse backgrounds, identities and skills, including but not limited to: race, ethnicity, religious denominations, gender, sexuality, disability and neurodiversity.