

EXECUTIVE DIRECTOR
Temple Beth El of Northbrook
Position Description

Temple Beth-El of Northbrook (TBE) is a vibrant Reform synagogue community of nearly 450 families. We are an inclusive congregation that welcomes those who share our commitment to Jewish life and learning in a relational Judaism setting.

Summary

The Executive Director (ED) is the lead administrator and Chief Operating Officer of the Temple and a member of the TBE professional team. The ED is responsible for finances, administration, facilities, strategic planning, membership relations, and is part of the fundraising and development team. The ED has primary responsibility to ensure that the policies, budgets, and other directives of the Board of Trustees (Board) and bylaws are implemented and enforced.

The ED reports to the Board through the Board President and works collaboratively with the professional staff, lay leaders, and members of the congregation. The ED supervises key professional staff.

The ED is a member of the Senior Management Team comprised of Rabbi, President, and Executive Director, forming a triad partnership that guides the vision and direction of the congregation.

The successful candidate will have significant experience in administrative and organizational leadership.

Key Responsibilities

Financial Management

- Works with the Financial VP and the Finance Team on financial matters of the Temple
- Responsible for fiscal management of the annual budget and manages financial resources to ensure the financial health and fiscal integrity of the Temple.
- Executes the financial policies and decisions of the Board.
- Serves as lead staff member in developing the annual budget with the Financial VP.
- Monitors the budget with the Finance Committee.
- Manages the Temple's financial information systems which includes QuickBooks and Shul Cloud and oversees the security processes and procedures for the accounting records
- Supervises all activities of the Accounting Manager, including payroll, accounts payable, accounts receivable and financial reporting.
- Responsible for collecting accounts receivable, which includes Community Commitment membership Contributions and religious school and program fees.
- Reviews and manages the Temple insurance programs.
- Oversees operations of the Temple's Cemetery

Administration: Office and Staff Management

- Oversees maintenance of all personnel records, including work schedules, vacations, and benefits.
- Implements personnel policies and recommends revisions as necessary, in collaboration with the appropriate Board Committee
- Implements office policies and procedures and recommends revisions when necessary.
- Establishes and reviews health, safety, and security procedures to ensure a safe, secure, and professional environment.
- Facilitates all general and professional staff meetings
- Serves as supervisor/mentor for key professional staff.
- Collaborates with staff, board, and committees to oversee coordination of logistical aspects of High Holy Day services.

Administration: Community Relations

- Works with the Board, Clergy, Engagement Coordinator, committees, and staff to ensure that the Temple mission and vision are fulfilled through programs, strategic planning, and community outreach.
- Connects with all Temple members respectfully.
- Cultivates prospective members.
- Responsible for the enhancement of Temple's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Participates in professional organizations as determined by ED and President.
- Oversees website development and maintenance in coordination with the Marketing Committee

Administration: Board Relations

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

- Attends all meetings of the Board of Trustees.
- Attends all Executive Committee meetings, unless otherwise specified by President
- Works with the Board President to develop priorities for the Board and committees.
- Responsible for strategic planning to ensure that Temple can successfully fulfill its mission and vision into the future with a solid financial base.

Administration: Committee Staffing

The ED serves as the staff representative to these committees:

- Finance
- Administration
- Membership
- Fund Raising
- Ad hoc committees and task forces, as needed

The ED serves as a resource and liaison to our auxiliaries:

- Sisterhood
- Men's Club

Facilities Management

Works with the Facilities VP and Committee to identify facilities' needs, including repair and maintenance, equipment replacement; obtain bids and quotes; and oversees contractors performing work. Has overall responsibility for all facilities and office needs, and Oversees/works with Facility VP and Committee to:

- Ensure building, grounds, and equipment are well maintained.
- Oversee all building use and meeting schedules.
- Schedule preventive maintenance, capital repairs, and equipment replacement.
- Schedule and plan for construction, remodeling, and repair projects, requesting Board expense approval, as necessary.
- Maintain building records, including an accurate inventory of equipment and supplies and logs of repairs and capital improvements.
- Implement and manage policies for facility use, including life- cycle events, catering, rental.
- Maintain proper insurance on property and assets, reviewing on an annual basis.
- Oversee security systems, working with local law enforcement as necessary.

Other duties as assigned by the Board of Trustees

Fundraising and Development

- Works with VP and Board Committee
- Key staff member for conceiving and implementing all development efforts, including oversight of planned giving and capital campaign strategies.
- Responsible for developing fundraising methods (working with committee when possible), developing protocols, and identifying other financial resources, including special events.
- Meets with congregants and others for "asks" and to explore ways of giving.
- Seeks out opportunities for grants; writes grant requests and proposals.

Skills and Qualifications

- Demonstrated experience in successful and strong leadership (both individual and collaborative skills)
- Demonstrated experience in fundraising including major gifts, special events, annual appeals, and planned giving
- Ability to manage multiple priorities, responsibilities, and details.
- General understanding of nonprofit management, governance, accounting principles--including financial reporting, budget analysis, and laws pertaining to such.
- Supervisory experience; demonstrated success in creating a minimally hierarchical, collaborative work environment.
- Demonstrated success in managing, motivating, and developing staff, including professional, administrative, and facility staff.
- Experience with facility management, contracting for services, and vendor negotiations.

- Expertise in Microsoft Office Suite including Word, Excel, and Power Point. working knowledge of QuickBooks accounting software and Shul Cloud. Familiarity with database software, email newsletters, social media, and website maintenance.
- Ability to recruit, motivate, and organize volunteers.
- Strong oral, written, and interpersonal communication skills.
- Organized, enthusiastic, creative, courteous, flexible, and discreet.
- Availability to attend key congregational meetings and programs.
- Knowledge and understanding of Reform Jewish culture and rituals, commitment to promoting Reform Jewish values.
- Enthusiasm for staying current on best practices and trends in all areas.

Requirements

The successful candidate will hold a bachelors degree, and have a minimum of 5 years of successful supervisory and managerial experience. This experience can be either in the non-for-profit or commercial space.

Compensation

Compensation will be based on experience. Starting salary in the range of \$85,000 to \$110,000. Benefits package includes health insurance, pension, and paid vacation.