

POSITION DESCRIPTION

POSITION:

Executive Director

INSTITUTION:

Centrally located on the Shalom Park campus in Charlotte, NC, Temple Beth El (TBE) is the largest Reform Jewish synagogue in the Carolinas. As a member of the Union for Reform Judaism (URJ), the active congregation is comprised of over 1,200 member households (3,500 individual members) and welcomes all who want to participate in vibrant Jewish synagogue life. The Temple employs three full-time clergy and a professional staff in Education, Engagement, Youth, and Membership. There are over 25 active volunteer committees and affinity groups and a religious school teaching more than 350 students.

For more information, please visit <http://templebethel.org>.

REPORTS/RELATIONSHIPS:

The Executive Director reports to the President of the Board of Directors and leads a team of 12-15 professionals who oversee maintenance, operations, finance, management, and member engagement.

BASIC FUNCTIONS:

The Executive Director is responsible for the overall business operations and management of TBE. This work includes independently setting goals and objectives and working collaboratively with the Senior Rabbi to ensure that goals are aligned with the congregation's strategic plan. The Executive Director ensures staff are aligned with the Temple's mission and vision and that lay leadership and staff work together to successfully achieve strategic objectives.

Primary responsibilities include leading the TBE staff, operations, finance, member engagement, and development functions and representing TBE with the partner organizations of Shalom Park.

Specific duties include, but are not necessarily limited to:

- Lead development of multi-million-dollar budget in partnership with the President, Controller, and Finance Committee of the Board; assure adherence to the budget and established financial performance markers.
- As fiduciary, work in partnership with Controller for timely collection of annual sacred gifts (dues) from Temple members.
- Sustain close, collaborative relationships with the Senior Rabbi and President of the Board of Directors to ensure goals and objectives are aligned with congregation's strategic plan.
- Work with Board of Directors on strategy, communications, technology, and risk mitigation (compliance to laws, standards, safety/security protocol, etc.).
- Attend Board of Directors and Executive Board meetings as ex officio; partner with the President to develop agendas and ensure appropriate supporting materials are prepared for meetings.
- Oversee human resources and ensure adherence to HR policies and protocol including annual performance plans and staff reviews.

- Serve as primary representative between TBE and other organizations at Shalom Park and ex officio to the Foundation of Shalom Park's Finance Management Committee and its Board of Directors. Cultivate relationships with organizations beyond Shalom Park consistent with TBE's mission.
- Oversee the upkeep, maintenance, safety, and security of a 40,000 square foot multi-use facility, including administrative, religious, food service, maintenance, and multiple outdoor spaces.
- Serve as staff liaison to the Building, Property and Grounds Committee, Human Resources Advisory Committee, Farber Leadership Program, Development Committee, Board of Directors, and Executive Committee.
- Maintain a professional, active presence at Temple functions, attending at least two Shabbat services per month; cultivate and nurture relationships with congregants; and address congregational concerns in a timely manner.
- Perform any additional responsibilities as required.

REQUIREMENTS:

- Minimum of seven years of senior management experience involving finance, development/fundraising, human resources, administration, facilities management, and technology.
- Prior experience as an Executive Director preferred.
- Knowledge and understanding of Judaism and Jewish culture preferred.
- Sound business acumen with proven ability to manage resources, both human and financial, to minimize risks and reduce costs.
- Proven ability to (1) develop and implement strategic plans, (2) understand financial strategies and performance metrics, (3) build strong, collaborative relationships, (4) create clear internal and external communications, and (5) demonstrate leadership in business operations and experience with management and governance models.
- Expertise with hiring, coaching, and performance management; knowledge of employment law and/or experience utilizing appropriate resources for employment law issues.
- Able to perform light physical work; lifting, pushing or pulling objects up to 25 pounds.
- Bachelor's degree required; Master's degree preferred.

COMPENSATION:

Compensation will be commensurate with experience and skills. TBE offers a health insurance package.

To make a nomination, provide a referral, or for additional information please use the contact information below.

To apply, please submit a resume and cover letter, to:

Allyson Colaço, Consultant
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