COMPENSATION RANGE  $100,000-$130,000 | Based on Experience. Base Salary. Not including benefits.

ABOUT TEMPLE BETH EL
Temple Beth El is a vibrant and inclusive Reform Jewish community that values warm welcome, meaningful relationships and inspirational personal growth. We are a congregation where learning, prayer, and deeds help to transform people’s understanding of themselves, channel the power of community, and inform our responsibilities to the world.

Since 1943, Temple Beth El has been the locus of Reform Judaism in Charlotte, North Carolina. Our congregation has roughly 800 family member units, an approximately $2.5M annual operating budget, and is governed by a 24-member Board of Directors. Temple Beth El currently has 4 clergy, a staff of 15 FT and PT employees not including certain contracted staff and K-12 supplementary religious schools teachers and madrichim (student teachers).

Learn more about our values and vision: https://templebethel.org/about-us/mission-vision/

THE OPPORTUNITY
Temple Beth El stands at the intersection of Jewish tradition and modernity, where people can belong and become the best within themselves. To achieve our mission and vision, the Senior Rabbi operates as our CEO. The President and Board set strategic direction and oversee the fiduciary and risk management of the congregation. The Chief Operating Officer (COO) works in sacred partnership with both the Senior Rabbi and President of the Board, with supervision and partnership on the execution of Temple’s strategy by the Senior Rabbi and fiduciary, risk-management, and governance supervision by the President and Board of Directors.

The COO manages and oversees Temple Beth El’s day-to-day business, supervision, and training of Temple’s staff, and physical operations. The COO cultivates thriving relationships with congregants, staff, community partners, external stakeholders, donors, and board members. Directly supervising the Director of Development and Membership Services, Controller, and Hospitality Manager, as well as other staff positions, the COO works across the clergy-team, staff and lay leadership to grow and retain members by fostering a community of belonging and becoming. In partnership with the Board President and members of the board, the COO is also responsible for mitigating Temple’s risks and training, supporting, and managing Temple’s lay leadership.

Strategic Leadership
• Identify goals and strategies that will help the congregation’s staff and lay leadership align to our vision and mission.
• Assess and engineer Temple’s processes and systems to maximize potential, minimize frustration, and strengthen the congregation in membership, facilities, HR, financial transparency, development, technology, and more.
• Work with Temple’s staff to manage every aspect of operations.
• Foster a caring, respectful, and compassionate culture that emphasizes teamwork for employees, lay leaders, and volunteers.
• Partner with staff and lay leaders to ensure success of programmatic and engagement efforts, including program evaluations and resource allocations.

OUR IDEAL CANDIDATE
• B.A. in Business Administration or a related field (M.A. preferred)
• 8+ years of progressive management or supervisory experience.
• Strong commitment to (or the willingness to develop an understanding of) Jewish tradition and community, and building Temple Beth El’s institutional leadership in Charlotte, the Reform movement and nationally.
• A collaborative and compassionate leader who cares for people and fosters an inclusive and respectful culture for all employees, lay leaders, and volunteers.
• Experience preparing budgets.
• Superior communication and presentation skills with the ability to organize and present data in a concise and easily understood manner.
• Analytical and problem-solving abilities with a proven ability to develop strategic plans, understand financial strategies and performance metrics, and demonstrate leadership in business operations with management and governance models.
• Visionary leader that excels at building relationships within a matrixed organization and across organizations.
• Strong team management abilities to inspire results, foster innovative thinking, creativity, and accountability.
• Proven track record in recruiting and developing a culturally diverse, results-driven team.
• Expertise with coaching and performance management; knowledge of employment law and/or experience utilizing appropriate resources for employment law issues.
• Proven track record of developing, communicating and articulating change and operational excellence.
• Deep business and financial acumen to measure, manage and communicate performance with transparency.
• Capable with technology, social media platforms, databases, and CRMs.
KEY RESPONSIBILITIES

FINANCIAL OVERSIGHT AND PLANNING
• Supervise the Controller.
• Create a budget that fulfills our mission and vision and includes transparent monitoring and reporting during the year.
• Ensure the Temple operates within its budget and in a fiscally responsible manner.
  § Ensure the integrity of the financial operations and compliance protocols and risk management procedures.
  § Monitor Temple's cash flow, provide appropriate and timely reporting and any budget variances immediately. Support information needed for the board to make near-term and long-term strategic decisions.
• Develop and manage Temple procedures, policies, and partnerships that will seek efficiencies, contain costs, and result in improved Temple operations.

DEVELOPMENT AND MEMBERSHIP
• Supervise the Director of Development and Membership Services to support all development activities needed to achieve Temple's goals, including My Temple Commitment, fundraisers, planned giving, endowment and other fundraising opportunities.
  § Work to retain and recruit members by managing the giving levels of My Temple Commitment, fees, and donor levels.
  § Partner with staff and lay leadership to ensure an inclusive environment, aligned with our mission, vision, and values, for current and prospective members.
• Cultivate, acknowledge, recognize donors and ensure Temple's process for donor acknowledgement from Temple's clergy, staff, and lay leaders.
• Grow the endowment by overseeing donor relations in coordination with the Foundation of the Charlotte Jewish Community.
• Partner with Staff Leadership Team and Development Director in requesting and reporting on grants from the Jewish Federation of Greater Charlotte or appropriate foundations.

FACILITIES AND TECHNOLOGY
• Supervise the Hospitality Manager
• Manage our relationships with the Foundation of Shalom Park to monitor and plan for the long-term maintenance and repair of the Temple's physical plant.
• Partner with the Hospitality Manager in managing Shalom Park custodial operations to ensure proper operations and appearance of the building, rentals, grounds, property, and equipment.
• Establish and oversee proper systems to train and ensure proper physical safety and security for Temple's community and building.
• Assess, evaluate, and oversee all Temple administration and technology systems, including phone systems, AV systems, hardware, software, databases, equipment, and CRMs.

HUMAN RESOURCES
• Partner with the Senior Rabbi to oversee the HR management for Temple Beth El employees, including professional development, performance reviews, organizational staff structure and performance management.
• Review compensation of Temple employees and partner with the Controller and the Foundation of Shalom Park to oversee benefits.
• Partner with the Senior Rabbi, who oversees clergy and other Leadership Team members, to ensure success of Temple's programmatic, engagement, religious, ritual, and social justice goals.

COMMUNICATIONS AND MARKETING
• Oversee the development and production of all communication and marketing materials in coordination with Temple Beth El staff in order to ensure consistency and accuracy.

LAY LEADERSHIP AND LEADERSHIP DEVELOPMENT
• Work with lay leaders, clergy, and staff to create leadership development pipelines, training for future Temple Beth El leadership.
• Partner with the President and Executive Committee on the fulfillment of current bylaws and proposals of necessary governance and by-law changes.
• 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.
• Ensure Board committees are active and functioning in accordance with their charter and report to the Board on a regular basis on their progress and challenges.

SHALOM PARK AND BEYOND
• Serve as a representative between TBE and other organizations at Shalom Park and serve as 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.
• Be an active participant in Shalom Park and Jewish community executive leadership meetings. Report back to the Senior Rabbi, President and Executive Committee any and all information pertinent to the functioning of Temple Beth El, including but not limited to financial issues/recommendations of Foundation of Shalom Park, safety concerns arising at Shalom Park and general information about the well-being of the Charlotte Jewish community.