



Job Description: Executive Director

About the Congregation Bet Haverim community:

Congregation Bet Haverim (CBH) is located in Davis, CA, home of University of California, Davis. It is a dynamic university city, located midway between San Francisco and Lake Tahoe, and 20 minutes from Sacramento. CBH is a vibrant Reform Jewish congregation of 270 families with an active youth program and a thriving Jewish preschool, with an enrollment capacity of 52 students, ages 2-5 years.

We are a welcoming community, open to people of all ages, abilities and backgrounds. CBH promotes positive Jewish experiences in an inclusive environment. Through education, worship and community, we create opportunities for partners to engage, experience and explore their personal Jewish identity.

With a long-term Senior Rabbi and an energetic new Director of Education, Congregation Bet Haverim is poised for growth in membership and engagement, and resulting administrative and fiscal expansion. We are looking for an organized, detail-oriented, entrepreneurial leader who can take initiative and help us realize that vision.

POSITION TITLE: Executive Director

HOURS: Full-time, 40 hours/week.

GENERAL JOB DESCRIPTION:

The Executive Director is the chief administrative and operating officer of the synagogue. S/he takes direction from and is accountable to the President of the Congregation and the Board of Directors.

The Executive Director partners with clergy, professional staff and lay leaders to develop, execute and evaluate policies, and to build and manage the human, financial and physical resources of the synagogue. The Executive Director is responsible for overall management of the congregation's administrative and financial affairs, including supervisory responsibility for all administrative, accounting, maintenance and outside contracted personnel. The Executive Director provides support for professional staff, committees and for long-term financial planning and fundraising, including, as needed, support for annual operational giving, grant applications, endowment campaigns and fundraising campaigns.

SPECIFIC RESPONSIBILITIES:

Administration/Personnel

- Manages the day-to-day operations of the congregation's administrative office and volunteers
- Responsible for recruitment, hiring, training, supervision, mentoring, evaluating, disciplining and terminating (when necessary) all personnel required to meet the congregation's objectives
- Develop, implement and update office policies and procedures
- Oversees payroll and employee benefits
- Responsible for the preparation, execution and updating of personnel policies in consultation with senior staff and lay leadership. Develop job descriptions and evaluate and document the performance of all personnel on a yearly basis. Maintain personnel records in keeping with best practices in the field
- Establishes and maintains effective communication processes, both electronic and hard-copy, throughout the synagogue community
- Oversees the scheduling of activities and the synagogue calendar
- Determines and arranges for logistical support of all synagogue activities
- Provides support, as required, to the Religious School, youth group, preschool and early childhood engagement programs
- Works with staff and relevant committee chairs to develop the synagogue's volunteer plan, to recruit train and retain volunteers and ensure that they have a positive and fulfilling role in serving our community
- Evaluate, revise and implement the security and emergency management program in cooperation with the Security Committee

Fiscal Management

The Director will consult with and report to the Treasurer concerning financial issues, analysis and planning.

- Responsible for research and preparation of quarterly draft budgets for the Finance Committee and the Board of Directors, with appropriate projections. Review, analyze and regularly report financial performance and any variances from the approved budget to the Board of Directors
- Oversees the fiscal needs for the Religious School and preschool in conjunction with the Education Director and Preschool Director, working directly with them on their department budgets and tracking their revenue and expenses monthly
- Oversees accounting, bookkeeping and maintenance of financial records in conjunction with the bookkeeper
- Responsible for administering purchasing and supply management
- Monitors and makes recommendations on dues and fees
- Follows up with members regarding financial pledges and other unpaid accounts in a timely manner

- Enhances and expands opportunities for giving. Assist in the planning and implementation of fundraising activities, including annual, capital and endowment campaigns and grant proposals
- Regularly review all financial policies of the congregation and present necessary proposals for change to the Treasurer and the Board of Directors. Execute the financial policies and decisions of the Board
- Liaison and support of the Finance Committee

Facilities and Grounds

- Maintains the property in a safe condition by authorizing necessary repairs and maintenance, and making recommendations to the Building and Grounds Committee and ultimately the Board of Directors when extraordinary expenditures are required. Develop and implement a program of preventive periodic maintenance. Anticipate and budget major maintenance and repairs
- In coordination with lay leadership, develop, budget and implement a long-range vision for the campus, reflecting the congregation's evolving priorities
- Negotiates adequate insurance coverage for the buildings and their contents
- Obtains competitive bids for services, projects and contracts
- Manages relations with service suppliers and contractors, providing on-site supervision of repairs, maintenance, renovations and expansion projects
- Oversees the facility needs for the Religious School and preschool, in conjunction with the Education Director and Preschool Director
- Recommends and implements policies and guidelines for facility use, including life cycle events, member and non-member use, catering and security requirements. Oversee system for scheduling events to avoid conflicts or omissions. Serve as liaison to members using synagogue facilities
- Liaison and support of the Building and Grounds Committee

Religious Services and Program Support

- Provides administrative support for the smooth running of weekly Friday night and Saturday morning Shabbat services, and festival planning and execution
- Work with the Rabbi and Ritual Committee to coordinate all logistical aspects of High Holy Day services, including facility use, parking and security arrangements. The Director is responsible for the preparation of High Holy Days tickets, schedules and publicity
- Works with other staff to coordinate B'nai Mitzvah logistics and scheduling

Membership

- Works collaboratively with lay leadership on membership recruitment and growth, integration and retention activities
- Provides initial contact with prospective and new members, offering information on services, programs, and dues structure

- Ensure that procedures for welcoming, enrolling and providing information concerning the congregation's programs and policies to prospective new and continuing members are followed
- Responds to members' concerns in a timely manner
- Ensure maintenance of accurate membership records that contain pertinent data regarding individuals and families

Rentals

- Encourages the use of synagogue facilities for lifecycle events
- Oversees and supervises all aspects of facility rental, for members, non-members and for community groups
- Develops, implements, and enforces synagogue policies regarding caterers, photographers, musicians and party planners who provide services within the synagogue buildings
- Create further opportunities for the rental of facilities to members and the community at large

Community Relations and Professional Development

- Promote a positive image of the synagogue at all times, representing our vision, serving as a liaison with the Jewish and non-Jewish community
- Serves as a representative of the congregation and attends meetings of relevant regional and national organizations, including the National Association for Temple Administration
- Participates actively in the life of the congregation

Board Support

- Assists the Board of Directors with long-range planning, including suggesting goals and objectives and the strategies for achieving them
- Attends Executive Committee and Board of Directors meetings as requested, and serves as a resource person to the President and the Executive Committee
- Principal staff liaison of the Board of Directors and Executive Committee
- Other duties as assigned by the President

Qualifications and Job Requirements:

The Executive Director must possess excellent skills in interpersonal communication to facilitate working with a Reform congregation spanning all ages and styles of Jewish practice; a solid foundation in fiscal and facilities management; managing/mentoring mid-level personnel and team building.

- BA/BS required. Master's degree in nonprofit management or business administration desired
- At least three years of experience as a senior manager/administrator or executive director
- Knowledge of financial management systems, including financial planning and budgeting, accounting systems and controls, financial reporting and analysis

- Knowledge of human resource management, with demonstrated success in managing, motivating and developing office and maintenance staff
- Experience in facility administration, outside contracting for services, and negotiations with vendors and contractors
- Knowledge of computer and web based systems and social media to support administration, events, membership and marketing
- Experience with volunteer and event management
- Self-starter and creative problem solver with strong interpersonal and organizational skills, including the ability to communicate effectively (both orally and in writing) and efficiently prioritize responsibilities. Must be able to take initiative to improve how work is done
- Enthusiastic, organized, highly motivated, responsible, courteous, flexible and creative. Must have a sense of humor
- Familiarity with Israeli and Jewish rituals, customs and holiday celebrations, or a willingness to learn
- Availability to be physically present at the synagogue on High Holy Days and selected Shabbatot to ensure events run as planned
- The Executive Director must participate in local and national organizations as it relates to professional development, and the ability to network with other administrators in the field

COMPENSATION/BENEFITS:

Congregation Bet Haverim offers a competitive salary and benefits package. More specific information on salary and benefits will be provided to candidates invited to interview.

APPLICATION PROCESS:

- Interested applicants should send the following in PDF format to hr@bethaverim.org: resume, cover letter and contact information for three professional references
- The position will remain open until filled.

Any questions about the position, should be addressed to hr@bethaverim.org.