

Executive Director Job Description Kehillah Synagogue

Administration:

- Accountable for all non-Rabbinic internal operations of the Kehillah.
- Supervise, train, evaluate, manage and hire as needed the Director of the Preschool, the Director of Finance and Operations and any other senior non-rabbinic personnel.
- Design and conduct regular staff meetings.
- Manage and/or delegate when appropriate, the day to day operations of Kehillah, keeping the calendar, computer, data management systems and all policies up to date.
- Responsible for fiscal management within the approved budget and entering financial agreements on behalf of Kehillah Synagogue.
- Develop the annual budget in consultation with the Director of Finance and Operations, treasurer, finance committee, and Board.
- Ensure that the facilities are well maintained and safe.
- Conceptualize, plan, develop and implement fundraising activities for Kehillah in cooperation with the Board and advancement committee.
- Work with the Rabbis and Board of Directors to further each year's goals and the approaches to attain these goals.
- Ensure that Kehillah operates in such a way as to minimize risk of various types, including reviews of insurance and compliance with city and county regulations.

Membership Engagement:

- Primary point of contact to members and prospective members.
- Support Kehillah functions in their planning and implementation.
- Engage volunteers in programming, services, and other needs.
- Conduct exit interviews for all non-renewing members

Communication:

- Manage marketing efforts, including publicizing Kehillah through oversight of the web site, newsletter, other Kehillah publications, and publicity to the larger community.
- Foster cooperative relationships with community groups and organizations, including Jewish for Good (formerly Jewish Federation), area synagogues, the national Reconstructionist organization and other local organizations as needed.

Qualifications:

As executive director, you will manage all non-rabbinic operations for an organization with a budget exceeding \$2.2 million, of which \$1.2 million is related to its preschool.

A successful candidate will have:

- Experience as a senior nonprofit leader managing personnel, finance and facilities.
- Ability to work effectively with lay leadership.
- Expertise as a strategic facilitator and communicator who can build consensus among different constituencies within the organization.
- Experience guiding and supporting Board-led strategic planning.

For more information, contact Donna Berkelhammer, search committee chair, at edsearch@kehillahsynagogue.org