



## **EXECUTIVE DIRECTOR POSITION OPPORTUNITY**

### **Position Overview**

The Executive Director is responsible for providing leadership and oversight of the Congregation's daily operations in an effective and efficient manner, consistent with the values of Rodef Shalom and Progressive Judaism. This full-time position reports to the President of the Board of Trustees.

### **General Position Summary**

Founded in 1856, Rodef Shalom is a historic reform congregation and a leading voice of progressive Judaism in Western Pennsylvania. The Executive Director will lead a new and exciting era in this history. They will help to develop the next generation of synagogue management, bringing new energy and ideas to our vital and established organization, linking traditions of the past to the innovations of the future through leadership that is creative, collaborative, and inspiring.

The Executive Director will lead and manage an experienced team of dedicated professionals in the following areas (i) fiscal and budget management; (ii) facility planning; (iii) membership recruitment and retention; (iv) internal and external communications; (v) development; and (vi) human resources. The Executive Director is also responsible for providing support and expertise to the Board of Trustees, Congregation committees and task forces, and other constituent groups, as needed. The Executive Director may be asked to perform other functions as needed.

### **Principal Responsibilities and Duties:**

The Executive Director is primarily responsible for the following:

#### **Financial and Budget Management**

- Supervise and collaborate with Finance Director to
  - Prepare preliminary financial budgets for the Finance Committee
  - Direct and maintain accounting functions for the various funds within the Congregation
- Reporting - Oversee the production of financial and related statements including cash flow, budget analysis, fund balances, etc.
- Report monthly to various indicated committees, and the Board of Trustees, the status of various funds
- Audit and Financial Review: Internally, implement procedures and controls to assure the integrity of the accounting system. Externally, work with auditors to facilitate their recommendations.
- Provide support to Finance and Investment Committees
- Develop long range financial plans and budgets to ensure sustainability

#### **Facilities Planning**

- Supervise and collaborate with the Director of Facilities to:
  - Determine space allocation for congregants, non-congregants, and tenants
  - Plan for major projects and renovations
  - Cemetery management
  - General maintenance and repairs
- Tenant relations and rental agreements
- Acquisition, display and protection of the fine arts
- Energy conservation

- Planning to ensure sustainability of the building as an enduring resource

### **Membership**

- Membership recruitment
- Member relations, including integration of new members and retention of existing members
- Primary arbiter of individual membership dues reductions
- Develop volunteer opportunities and coordinate with appropriate constituencies to build community among the membership

### **Internal and External Communications**

- Promote a positive image of the Congregation at all times
- Develop a comprehensive strategy to attract new members and to inform the general community of congregational activities
- Supervise and collaborate with the Director of Marketing and Communications to
  - Maintain and upgrade as needed, or when opportunistic, the congregational web site and other electronic means of external communication
  - Provide for regular communications with members, staff, and other stakeholders

### **Development**

- Supervise and collaborate with the Director of Development to
  - Plan and execute annual fundraising appeals and activities including the bi-annual Pursuer of Peace Gala event and other events
  - Solicit major gifts from relevant community members
  - Identify and apply for grants from government and private foundations

### **Human Resources**

- Oversee hiring of new employees
- Develop strategies to support retention of existing employees
- Oversee a management plan for congregation employees in accordance with principles of diversity, equity, and inclusion
- Plan and implement and regular employee performance reviews
- Regularly review and, when necessary, update the Employee Handbook
- Regularly review and, when necessary, update benefits plans and providers to ensure both quality of service and cost-containments
- Provide staff support to the Personnel Committee

### **Board and Committee Support**

- Provide support for all meetings of the Executive Committee and the Board of Trustees
- Provide programmatic and leadership support to congregational Committees and Task Forces
- Coordinate and attend meetings of the Board as well as constituent groups and support their activities.
- Provide staff support for the Governance Committee in providing for lay leadership development
- Work cooperatively with the Board to conduct strategic planning and execute strategic initiatives to support the health and growth of the congregation

### **Communal Functions of the Congregation**

- Represent the Congregation at various communal agencies
- Participate in the planning of congregational activities, including worship, education (youth and adult), social and social action
- Participate in the National Association of Temple Administrators

## **REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES**

The successful Executive Director candidate will be an experienced and tested leader who possesses a combination of the following:

- Knowledge, dedication, and appreciation for the Reform Jewish community
- Bachelor's degree required, advanced degree preferred
- Three (3) to five (5) years previous nonprofit leadership experience and working with Boards, committees and volunteers
- Knowledge of membership organizations and their unique needs
- Strong financial acumen and management ability
- Demonstrated ability to manage, build, and motivate effective teams in a multi-tasking and matrixed environment
- Evidence of continuously seeking (or encouraging others to seek) opportunities for different and innovative approaches to addressing organizational problems and challenges
- Ability to maintain composure in stressful situations and demonstrated ability to manage and resolve conflict
- Creative and innovative approaches to strategic planning, staff management, and conflict resolution.
- A natural leader that establishes trust quickly
- Personal values that include generosity, empathy, compassion, honesty, enthusiasm, energy, stamina, and humility

Anticipated Start Date: By April 1, 2024

### **Compensation and Benefits:**

Salary This is a full-time, exempt position. Annual Salary range starts at \$100,000.

Employee health and vision insurance provided with a 2% employee contribution, dental insurance available with self-pay. Short and long-term disability insurance, life insurance, flexible spending account (FSA), employer contribution to 403(b) plan. Professional development opportunities. Paid time off includes 10 sick days, 1 personal day, 10 vacation days.

**To apply**, please submit a cover letter and resume to [human-resources@rodefshalom.org](mailto:human-resources@rodefshalom.org) with "Executive Director Position" in the subject line.

Only inquiries by email will be reviewed.

### **Institutional Background:**

Rodef Shalom Congregation was founded in 1856. Its storied history as one of the preeminent Reform congregations in North America is matched by its current standing in the Jewish community locally, nationally and globally as a progressive leader in defining Reform Jewish practice for the 21<sup>st</sup> century. Based upon the egalitarian and inclusive principles of Reform Judaism, the 700-member congregation is a house of worship for all people and a safe environment. We welcome all individuals and families to pray, learn, partake in social activities and join in social justice and social action initiatives as well as other congregational opportunities.

This position description reflects the general nature level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.