

Temple Beth Israel – Eugene, Oregon

Position title: Executive Director

FLSA Status: Full-time Exempt

Reports To: President of the Temple Beth Israel Board of Trustees

Position Summary: Serves as senior administrator of the synagogue and center for Jewish life. This position has primary responsibility for overseeing all personnel, administrative, financial, and fundraising functions of the synagogue, Talmud Torah, and preschool.

Temple Beth Israel (TBI) is a vibrant center for Jewish life, embracing traditional wisdom with contemporary insight. We promote the spiritual, educational, and social well-being of our nearly 400 member households, the Jewish people of Lane County, and the larger community. TBI is a member of the Jewish Reconstructionist Movement. We welcome people of all Jewish backgrounds, interfaith families, and people exploring Judaism, as well as Jews and explorers of Judaism of all races and of all sexual orientations and gender identities.

Position Description: The Executive Director oversees the implementation of TBI's strategic operational and financial vision and ensures its smooth operations while embracing Jewish values. The Executive Director is a key member of TBI's leadership team, and a critical partner of the board, Rabbi, and other clergy and staff. The ideal candidate will have strong leadership, organizational, and communications skills, experience with fiscal stewardship and human resources management, a track record of innovative problem solving, and the ability to collaborate well with the board, clergy, staff, synagogue members, volunteers, and the wider Jewish and non-Jewish communities.

Key Responsibilities:

Human Relations and Administration

- Create a warm, welcoming, and inclusive culture and infuse TBI's values into all interactions.
- Build trusting relationships with clergy, board, staff, congregants, and community.
- Lead non-clergy staff and volunteers, including supervising staff hiring and retention, inspiring and motivating teams, and ensuring opportunities for personal development.
- Attend Board and Executive Committee meetings as well as other core committee meetings (Finance, Fundraising, and Membership) prepared and ready to report on matters for discussion and decision-making. Make policy and action recommendations to the Board. Collaborate with and support board committees to function optimally.
- Maintain memberships with appropriate professional and peer organizations.

Development/Membership/Communications

- Work closely with the board and clergy to create and execute appropriate fundraising strategies, including developing and soliciting philanthropic support from individuals and organizations.
- Ensure support for membership functions and cultivate welcoming relationships with potential new members.
- Oversee and grow TBI's Life & Legacy, planned giving program.
- Implement effective communication strategies with appropriate constituencies.
- Be a visible, engaged, and approachable ambassador for TBI at in-person events such as High Holidays, donor stewardship events, and other large gatherings.

Operations

- Manage the day-to-day operations of the synagogue including:
 - Oversee building operations, ensuring that the building, grounds, and equipment are safe and secure, well maintained, and licensed and that they are used in flexible ways to meet the religious, educational, and programmatic needs of the congregation.
 - Oversee the acquisition and maintenance of appropriate technology.
 - Manage (or supervise the staff responsible for) facilities, personnel, security, vendors, and utility contracts, including rental of facilities to the congregation and outside community.

Financial Management

- Ensure sound financial management including appropriate financial systems and controls to ensure legal compliance, integrity, and transparency.
- Develop and manage TBI's annual budget in conjunction with the board and finance committee.
- Review monthly financial statements and work with the finance committee to present financial reports to the board.

Qualifications:

- A high level of initiative, responsibility, discretion, and good judgment.
- The desire and ability to work in a welcoming, collaborative partnership with the board, clergy, staff, and volunteers.
- Familiarity with the rhythm of Jewish life, including Shabbat, Holidays, and life-cycle observances. Experience working in a synagogue is not required.
- Five or more years of successful experience in a leadership or managerial role of a faith-based organization, membership organization, association, not-for-profit organization, or business. We prefer experience with a membership-based organization and in a Jewish congregation or other Jewish communal organization.
- Possess a combination of education and experience providing the necessary skill set and knowledge to perform the role of executive director.
- A demonstrated track record as a problem solver skilled at guiding, overseeing, and implementing innovative solutions.
- Strong interpersonal, management, organizational, and written and oral communication skills.
- A proven track record managing staff and a multi-faceted workload while maintaining positive relationships.
- Proficiency in financial management including understanding financial statements and ensuring that fiscal controls and procedures are in place and followed.
- Proficiency with technology tools and the ability to understand and manage new technology. Familiarity with ShulCloud is a plus.
- Familiarity with social media and the ability to supervise/manage TBI's online presence and video streaming and conferencing software.

Note: this position requires the flexibility to work periodic evenings and weekend hours as needed to respond to emergencies and to attend TBI events as appropriate.

Application and Hiring

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferable skills from a variety of sources and experiences. We are open to considering how a variety of possible combinations of knowledge, skills, education, and experience may meet minimum qualifications.

We offer a supportive and exciting work environment with opportunities for professional growth. The beginning salary range of \$71,000 to \$80,000 depends on experience. The position also enjoys benefits including health care, retirement plan, paid vacation, family leave, synagogue membership, and a reduction in preschool tuition.

How to Apply: Please submit a cover letter, resume, and 3 references to TBIEDSearch@gmail.com. Interviews may be conducted as early as July. References may be contacted as soon as before the first interview. The successful candidate is expected to begin employment as soon as possible.