



## Position Description

**Position Title:** Executive Director  
**Classification:** Exempt, full-time  
**Reports to:** Board of Directors

### Position Summary

Under the direction of the Board of Directors, the Executive Director (ED) provides strategic leadership of Congregation Shaarie Torah's operations, ensuring effective management of resources and sustainable quality operations. The ED works closely with the Rabbi, who provides religious/spiritual leadership and related conceptual direction on programs. The Board, in partnership with the Rabbi and ED, sets the broad strategic direction for the synagogue.

### Responsibilities

- Participate in strategic planning efforts in collaboration with the Board, Rabbi and others; lead annual operational planning – and manage performance to meet goals and plans.
- Set clear direction and expectations for staff, foster a high-performing team culture and ensure that the organization has the capacity it needs to deliver on plans.
- Develop the annual budget, in collaboration with the Treasurer and others; oversee management of financial/accounting operations, and ensure appropriate controls and use of funds.
- Manage and engage in fundraising and revenue generating initiatives, building existing streams of revenue and developing new sources.
- Develop and oversee efforts to attract new members, and foster a positive culture of member engagement and volunteerism.
- Participate in shaping and oversee management of holiday programming, activities and events.
- Ensure that Shaarie Torah has a sound policy framework, is in compliance with it, and has effective administrative and management systems.
- Oversee the management of Shaarie Torah facilities and properties, their uses, maintenance and related plans.
- Serve as a spokesperson for Shaarie Torah, oversee marketing and communications efforts, and build and nurture strong partnerships in the community.
- Report regularly to the Board of Directors, support Board development and operations, foster effective Board committees, and perform other duties as assigned by the Board.

### Experience and Education

- A successful track record in leading an organization, particularly one in transition.
- Demonstrated skills in leading, mentoring and supporting staff, and building effective teams.
- A solid understanding of financial planning, management and oversight.

- Excellent interpersonal and relationship-building skills, working within a diverse community.
- Excellent communicator, with effective written and verbal communication skills, and the capacity to comfortably speak in public settings.
- Experience formulating strategies, plans, and priorities, and accomplishing these.
- Experience raising funds and cultivating donor relationships.
- Experience developing and engaging volunteers or members.
- Entrepreneurial, resourceful, and results oriented.
- Knowledge of Judaism and the Conservative movement.
- Nonprofit experience (preferred), particularly in a Jewish organization, including working with an engaged Board of Directors.
- Bachelor's or advanced degree in a relevant field.

### **Working Conditions**

- Involves periodic travel to local meetings.
- Entails periodic attendance at evening and weekend meetings and events.

**Board approved:** October 24, 2018