



Temple Beth El/ Jewish Community Center, Aptos, CA Executive Director

Temple Beth El/JCC is a Reform Jewish congregation located in Aptos, CA, in Santa Cruz County on the central coast. We are community of awakening and discovery, where the joy of Jewish living is made accessible and relevant to contemporary life...with a focus on worship, learning, and community, exemplified by our commitment to social justice. We are the largest and most visible Jewish community in Santa Cruz County. In addition to our synagogue, we also own two Jewish cemeteries. Our congregation consists of 475 families of diverse backgrounds, interests, economic means, and educational levels.

We seek an experienced Executive Director to fill the central administrative role in the congregation. The Executive Director supports the congregation's effectiveness in fulfilling its mission of guiding individuals and families to a more satisfying and enriching Jewish experience. The Executive Director serves as part of the Temple's senior staff and collaborates with other staff members and lay leaders.

To apply, email cover letter and resume to execdirector@ebold.com.

RESPONSIBILITIES

Administering the day-to-day operations of the Temple and complementing the other senior staff in implementing the policies and programs of the congregation. The Executive Director is accountable to the President (representing the Board of Trustees).

Office management: Supervises, directs, and manages all aspects of the Temple's administrative and maintenance operations. Creates a positive working atmosphere where employees feel respected and are empowered to make creative contributions. Implements performance management steps for staff. Coordinates the contribution of lay volunteers in the office. Ensures a positive customer service environment.

Membership and member relations: Serves as the initial point of contact for prospective members and supports member recruitment and integration. Ensures the maintenance of congregant records. Handles questions, complaints, and administrative issues with congregants.

Financial management: Oversees and reports on all aspects of Temple finances, including budgeting, planning, and investments. Provides professional leadership support to fund raising activities. Assists in the dues and arrearage collection. Oversees relations with banks and other financial institutions. Ensures accurate and timely membership billing.

Board and governance: Serves as principal staff liaison for officers, board of directors, and selected committees. Provides the board with background material and information required to make meaningful and productive decisions. Participates with Board and senior staff in policy development.

Communication and program coordination: Serves as the central point for the timely distribution and sharing of information about congregational events and programs. Promotes participation and connection between members, staff, committees, and the Jewish community at large. Ensures creation and distribution of mailings, bulletins, announcements, flyers, and worship handouts. Supervises the production of the newsletter, the web site, publicity, and news releases. Oversees the master calendar. Coordinates all aspects of High Holiday programming.

Human resources: Recruits, hires, trains, supervises, evaluates, and disciplines administrative support staff. Oversees payroll and employee benefits. Prepares and executes personnel policies.

Infrastructure: Ensures effectiveness of all systems and office equipment. Recommends process or system improvements as needed to enhance communications, safety, and productivity.



Facility management: Works with custodial staff, vendors, and Building and Grounds Committee to maintain physical viability and attractive visibility of the inside and outside of the building and its grounds. Rents out the facility. Manages the kitchen. Works with members to plan and execute events.

Organizational development: Supports leadership development for lay leaders and staff. Identifies and cultivates future congregational leaders. Supports and facilitates decision-making processes of Temple President, Executive Committee, and senior staff. Evaluates and improves processes and structures.

QUALIFICATIONS:

- Knowledge of Jewish life cycle events, holidays, history, and liturgy; an understanding of congregational life; identification with Jewish values, standards, ideals, and goals.
- Experience as an administrator or business manager in a relevant setting, especially a non-profit organization.
- Working knowledge of synagogue systems.
- Strong financial planning and management experience, including budgeting, dual entry accounting, general ledger reports, etc.
- Working knowledge of facility management.
- Working understanding of public relations, publicity, and web communication.
- Proficiency in computerized business information systems, including email and databases.
- Experience preparing reports and presentations using common computer software such as Word, Excel, and PowerPoint.
- Experience and proficiency in customer service.
- Proven ability to manage and mentor others and build partnerships with colleagues.
- Excellent written and verbal communication skills.
- Ability to resolve conflicts effectively.
- Ability to analyze trends and implement innovative processes.
- Ability to work independently and collaboratively.
- Ability to organize a demanding workload effectively to deliver accurate, complete work within deadlines.
- Ability to set priorities for self and staff.
- Ability to work tactfully, diplomatically, and effectively with rabbis and other synagogue professionals and with volunteers and community members from diverse backgrounds.
- Familiarity with Jewish organizations and agencies.
- Demonstrated initiative to identify and champion projects that further the Temple's goals.

PREFERRED QUALIFICATIONS:

- A Fellow in Temple Administration certificate from NATA/URJ or Masters in Public Administration from HUC-JIR.
- Jewish background.
- Experience working or volunteering in Jewish congregational or organizational life.

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