

Congregation Or Tzion

Executive Director Job Description

(2022)

ABOUT CONGREGATION OR TZION:

Congregation Or Tzion is an egalitarian, multigenerational, participatory, family-friendly community in Scottsdale, Arizona with more than 475 household units. We are affiliated with the United Synagogue of Conservative Judaism (USCJ) and pride ourselves on offering compelling programming, innovative learning opportunities, and spiritual prayer services for all ages. These include Shabbat services, holiday celebrations, religious school, B'nai Mitzvah training, adult education and programming, families with little's activities, and youth groups.

We are looking for an organized, highly motivated, responsible, courteous, flexible, creative, and enthusiastic individual who can help Or Tzion grow membership, engage congregants and expand our future vision.

GENERAL JOB DESCRIPTION:

- The Executive Director, in partnership with the Rabbis, Cantor, Education Director, and lay leadership.
- Manages oversees and is ultimately responsible for managing the synagogue's human, financial, administrative, and physical resources. They take direction from and are accountable to the President and the Board of Directors.

The Executive Director serves as the central administrator of the synagogue and in so doing, helps create and maintain an environment that:

- Is warm, welcoming, inviting, and secure.
- Establishes and maintains conditions in which Clergy can function optimally to meet congregants' religious, spiritual, social, and community needs.
- Ensures that building staff display an attitude of respect toward the Clergy, congregants, and all visitors in keeping with synagogue goals.
- Cultivates a workplace atmosphere where Clergy and building staff show mutual respect, collaboration, and inclusiveness.

QUALIFICATIONS AND JOB REQUIREMENTS:

- The Executive Director must possess excellent interpersonal and organizational skills to facilitate working with a congregation spanning all ages and varying styles of Jewish practice; a solid foundation in fiscal and facilities management; managing/mentoring personnel and team building; be a self-starter and creative problem solver.
- BA/BS required; a master's degree in nonprofit management or business administration is a plus.

- Experience as a senior manager/administrator or executive director with responsibilities for managing events. Fundraising experience is a plus.
- Financial management expertise, including financial planning and budgeting, and accounting systems and reporting.
- Human resource experience, with demonstrated success in managing, motivating, and developing staff.
- Experience in facility administration, outside contracting for services, and negotiations with vendors and contractors.
- Knowledge of computer and web-based systems and social media to support administration, events, membership, and marketing. Knowledge of Shul Cloud is a plus.
- Familiarity with Israeli and Jewish rituals, customs, and holiday celebrations, or a willingness to learn.

ADMINISTRATIVE

- Hire, supervise, train, oversee, remediate, and evaluate individual work of clerical, finance, and custodial staff, including workload, workflow, quality of work, and opportunities for professional development, as appropriate and approved.
- Establish personnel procedures and standards, with appropriate committee approvals, including pay scales, hours, vacations, raises, dismissals, etc., as well as social security and benefits, in accordance with federal and state law.
- Serve as a liaison between office staff, Senior Staff, lay leadership, and congregants to foster a respectful and collaborative work environment.
- Create, maintain, and update all synagogue records accurately and securely, including congregant data, deeds, permits, insurance agreements, and maintenance contracts.
- Attend all meetings of the Executive Board, Board of Directors, Senior Staff, Committees, and Congregation as instructed by the Board, President, or Senior Rabbi.
- Maintain an accurate master calendar and attend and provide ideation and implementation support for all major religious services, holiday celebrations, and special events.
- Responsible for promoting the well-being of synagogue membership by supporting the recruitment and retention of current and prospective congregants.

FINANCIAL MANAGEMENT

- The Executive Director shares the responsibility for the financial health of the synagogue by preparing financial reports and statements and overseeing all facets of incoming monies and expenditures.
- Enhance and expand opportunities for giving, by assisting in the planning and implementation of fundraising activities, including annual, capital, and endowment campaigns and grant proposals.

FACILITIES MANAGEMENT

- Oversee maintenance of the physical property to keep building grounds in a proper state of appearance, cleanliness, and protection/safety.
- Oversee, evaluate, maintain, and update equipment and technology systems to ensure optimal condition and efficiency, and compare with new developments in the marketplace.
- Recruit, train, and maintain tech support team, and schedule for all services, holidays, and other large events.
- Supervise synagogue security, including liaising with appropriate agencies, scheduling health and safety training, and all security-related needs.

COMMUNICATIONS

- The Executive Director shares the responsibility of oversight for internal (Or Tzion) and external (greater community) communications and can help ensure the synagogue maintains a positive image among staff, congregants, and the community.
- Oversee all communication vehicles, in collaboration with staff, the Board, committee chairs, and community organizations, including the Or Tzion website, Shul Cloud, weekly e-bulletin, all forms of written correspondence, and social media.

PROGRAMMING

- The Executive Director will assist in the planning, promotion, and implementation of synagogue events (often in coordination with committees).
- Foster creative ideas for new programming

OR TZION IS AN EQUAL OPPORTUNITY EMPLOYER