

TEMPLE SHALOM

Job Description - Temple Shalom Executive Director

At Temple Shalom, we hear the ancient words from the Book of Exodus, “**...and let them make for Me a Sanctuary that I may dwell among them...**” (Exodus 25:8) with the modern understanding of the obligations and responsibilities of creating and maintaining the elements of our Kehilla Kedosha – our holy community. Establishing a sacred place to gather and function is vital to the success of Temple Shalom’s mission and vision.

The Executive Director of Temple Shalom is tasked with ensuring the smooth and successful administration of Temple Shalom. To that end, the Executive Director is responsible for the oversight and management of the Temple’s operational and administrative affairs.

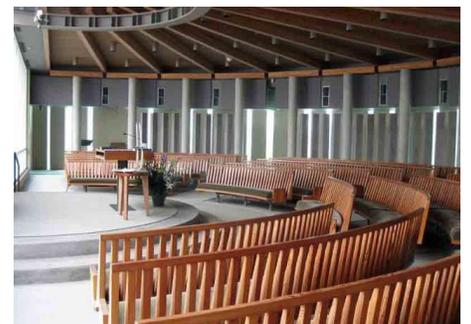
Core Responsibilities

Leadership and Governance

- A member of the temple’s senior leadership and the administrative leg of our three-legged stool comprised of our Senior Rabbi, Board of Trustees, and Executive Director.
- Provide guidance and resources to the President, the Board, and its committees on the policies and initiatives of the Temple.

Finance and Development

- Oversee a multi-million-dollar budget and manage the business affairs of the congregation in a manner consistent with its mission and values.
- Support the efforts of the Officers, Board members, and the Senior Rabbi in raising funds throughout the organization.
- Develop multi-year financial projections to assist with strategic planning.
- Establish and maintain proper financial controls.
- Monitor the congregation’s investment portfolio, providing support for the Investment Committee and implementing the committee’s policies and oversight.



Membership Relations/Communications

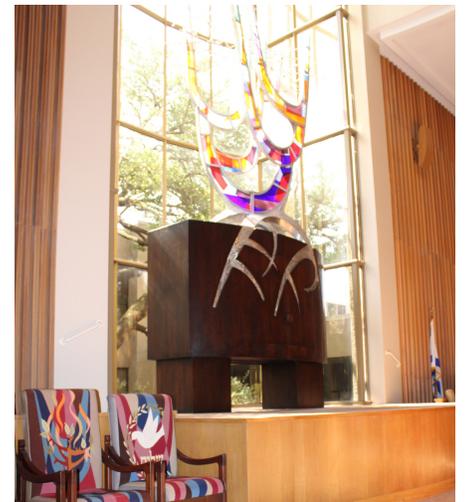
- In concert with Temple staff and lay leadership design membership outreach programs and systems.
- Implement a comprehensive strategic communication plan, including printed media, email, social media, and the website.
- Serve as liaison with the membership, developing relationships with congregants that can facilitate advice to the Senior Rabbi, the President, lay leadership, and staff on membership issues.
- Assist in the development of a concentrated outreach effort supporting next generation membership growth.

Facilities Management

- Responsible for maintaining the Temple property.
- Oversight of security, daily operations and events, capital projects, and building maintenance.
- Oversee facility rental and catering needs related to events.
- Planning and implementation of the High Holy Days.
- Maintain landlord relations with the building's tenants.

Administration

- Accountable for staff management including personnel systems, payroll processes, benefits and insurance, and supervision.
- Review and evaluate current IT, data collection, and communications systems and drive the adoption of new technologies where needed.
- Maintain records and reporting systems for all temple business activities, assets and contractual and legal issues.



Qualifications

- BS/BA required, a master's degree in nonprofit management or business administration favored.
- 5+ years of office management and supervisory experience.
- Capable of relating comfortably with a broad range of people with sensitivity, respect, compassion, tact, and confidentiality.
- Experience in financial and budgetary matters.
- Goal-oriented and strategic.
- Ability to coordinate and meet fundraising goals.
- Strong computer skills (Microsoft office, QuickBooks, ShulCloud).
- Dynamic communicator with knowledge of marketing and communication systems, websites, and social media.
- Ability to create and sustain meaningful relationships with members, colleagues, and vendors.
- Relatable and thoughtful manager who can delegate and mentor staff and volunteers.
- Values-driven.
- Menschly with a good sense of humor!

**To inquire or submit a resume:
send email to careers@templeshalomdallas.org**

