

Temple Judea, Coral Gables
www.judeagables.org
Executive Director Job Description

Temple Judea of Coral Gables, Florida is a thriving, inclusive Reform Congregation, seeking an Executive Director. Located across from the University of Miami and south of downtown Miami. Temple Judea cultivates an engaging, inclusive and sacred Reform Jewish community by building lifelong connectedness to Torah, Israel and each other through worship, acts of social justice, learning and service, from generation to generation - *L'dor V'dor*.

With passion for commitment to, and in partnership with, Senior Rabbi Judith Siegal, Temple President Gary Matzner, Board of Trustees, and the congregation, the Executive Director will provide the vision and leadership necessary to bring the Temple's mission to life. The ED will oversee the Temple administrative, organizational, financial, membership, engagement and physical plant components.

Submit resumes and interest by email to:
Jeanne A. Becker, Co-Chair, Executive Director Search Committee
execdir2018@gmail.com

RESPONSIBILITIES

Financial:

- Responsible for timely development with senior staff, the Budget Committee and Treasurer, of annual operating budget
- Responsible to provide timely & accurate financial reports, oversight of outside financial institutions (e.g., banks, investment institutions, etc.) and responsibility for financial operations.

Membership:

- Responsible for providing current and prospective members with information regarding the advantages of affiliation with the Temple and of the financial and other obligations and responsibilities of membership
- Responsible for resolving members' administrative matters (and to involve other staff, clergy, and lay leaders as appropriate)
- Responsible for coordination of all life cycle events

Human Resources:

- Responsible for managing schedules of staff including all subordinate senior staff
- Responsible for staffing to ensure proper operation and functioning of Temple in support of all activities
- Responsible for compliance with all HR laws & regulations

Facilities:

- Responsible for proper operation of all Temple properties, facilities and physical plant in support of all activities and functions
- Approve and supervise major repairs and maintenance
- Responsible for security of Temple

Technology:

- Responsible for development, implementation and operation of all IT, telecommunications, AV systems, etc..
- Responsible for training of employees on all systems

Reporting

- Executive Director will report to the Temple president and collaborate with the Senior Rabbi.
- Direct and indirect reports include: Accounting Manager, Administrative Staff, Custodial Staff, Director of Outreach and Engagement, Director of Advancement (Development), Coral Gables Police detail.

Committee Liaison

- Liaison to Executive Committee, Board of Trustees, Budget Committee and other key committees

Qualifications:

- 5 years of progressively more responsible leadership roles in synagogues or other Jewish institutions and/or other non-profit organizations, or
- Similar experience overseeing the facilities of a for-profit organization or business.