

Executive Director, Temple Sinai, Brookline

Temple Sinai, a 350-member Reform synagogue in Brookline's Coolidge Corner, seeks a dynamic leader as its next executive director. The synagogue's board has recognized the need to reshape the role and prominence of this key member of our leadership team. We are seeking someone who will be a strategic partner to clergy, temple leadership, the President, and Board of Trustees; lead and manage all aspects of temple administration; provide financial management and oversight; oversee building maintenance and operations; support the religious school business operation; and promote congregational engagement.



Temple Sinai is a progressive Reform Jewish congregation in the heart of Coolidge Corner, Brookline. Temple Sinai honors its diverse members' individual journeys of Judaism, joyfully embracing and connecting our members in community. We are enriched by engaging in lifelong study of Torah, seeking holiness through meaningful worship, bringing justice, healing and caring to our world, and being an inclusive and caring community.

Summary

The Executive Director is the chief operating officer of the congregation. Working closely with the clergy, the Director of Education and the Board of Trustees, the Executive Director [ED] will help lead our congregation to a vibrant future as a high functioning, progressive Jewish organization. The Executive Director serves as an *ex-officio* member of the Board of Trustees and the Executive Committee, attending all meetings and playing a critical role as ambassador to Temple members and the broader Jewish and secular communities.

The ED serves as an integral member of a collaborative Temple leadership team and is responsible for oversight and management of the Temple's fiscal and administrative affairs, facility management, technology, calendar, logistics and communications. The ED provides input and support for long term strategic planning and has primary responsibility for developing yearly operational plans, including support of fundraising activities. In partnership with the Temple president and the executive committee of the board, the ED assures that lay committees have appropriate staff support and oversight to assure they function effectively. The ED is a full-time employee reporting to the President of the Board of Trustees and collaborates closely with the Rabbi.

Organizational Leadership

General Responsibilities

- Engage with the clergy, Education Director and Board to continuously monitor and update the strategic plan for Temple Sinai.
- Keep abreast of trends in the congregation, the larger community and the national Reform movement and inform the Board and committee leaders when these are relevant to programming, marketing or fundraising.
- Keep abreast of developments and best practices in synagogue operational leadership and administration relevant to the operation of Temple Sinai.

- Take primary responsibility, working with the Clergy, Education Director and Board, for the development of annual operating plans and resource allocation, including staffing plans to meet Temple needs.
- Maintain a constructive partnership with the Senior Rabbi and promote development and maintenance of a high functioning Temple Sinai leadership team including all clergy and the Education Director.
- Develop and implement effective management systems to track progress on key initiatives and priorities.

Staffing for Board of Trustees and Committees

- Support the work of the Board with sound advice, timely and accurate reports and information and participation in deliberations.
- Maintain accessible records of Temple and Board policies, working in concert with the Board Secretary.
- Serve as a resource for and provide recommendations to committee chairs related to the planning and implementation of their programs.
- Specifically support and work with committees related to finance and operations.
- Support, encourage and facilitate the development of leadership skills in lay leaders, including identifying and engaging potential leaders.

Fundraising

- Promulgate and support a culture of philanthropy.
- Provide leadership, in partnership with lay leaders, of fundraising activities including annual Free Will and Capital Campaigns, Legacy Giving and other fundraising efforts.
- Identify and, in conjunction with volunteers, apply for grants aligned with Temple priorities.
- Assist with secondary fundraising efforts such as Scroll of Remembrance.
- Help identify and steward donors.

Office and General Administration

Operations and Human Resource Management

- Recruit, hire, train and supervise administrative and engagement staff.
- Organize administrative and operational support for all members of the professional staff and the religious school.
- Prepare and submit bi-weekly staff payroll and maintain accurate payroll records.
- Research, manage and maintain employee benefit coverages including health, pension and disability benefits.
- Oversee ongoing effective implementation of SinaiPromise, Temple Sinai's method of membership financial commitment, with sensitivity to its inclusive philosophy while attentive to the need for financial support.
- Research, arrange and negotiate appropriate insurance coverage for the Temple facilities and technology.
- Provide ongoing assessment of and recommendations for technology needs to facilitate effective functioning and integration of Temple activities.

Fiscal

- In partnership with the relevant lay leadership, manage the financial operations of the congregation including budgeting, financial planning, forecasting, accounting and reporting.

- Primary contact and day-to-day manager for income, purchases and expenditures for the office and building, including monitoring internal controls, cash management and related matters.
- Provide training and support to Treasurer and Assistant Treasurers.

Membership/Communications

Membership Engagement & Outreach

- Serve as a public face and ambassador for Temple Sinai, inside and outside of the Temple.
- Supervising outreach and engagement staff, promote outreach and engagement to recruit, welcome and sustain members in our community.
- Maintain, analyze and report on membership data.

Support Religious Services

- Assure all necessary administrative and logistic support is provided enabling the smooth running of all Shabbat, High Holy Day, festival and life cycle services.
- Oversight of all logistic elements of B'nei mitzvah and related events.

Communications and Publicity

- Responsible for the development and implementation of a comprehensive communication and marketing plan for the Temple.
- Oversee Temple social media and digital presence.

Temple Records/Archives

- Maintain the Temple records, membership and financial data, newsletters, minutes and all historical and archival records.

Building Management

Building/Facility

- Supervise custodial staff and have overall responsibility for the Temple facility.
- In concert with the building committee, research, plan, schedule and supervise building replacement, maintenance and improvement projects including developing plans for climate resilience and sustainability.
- In concert with the Temple Security Committee, oversee security of the building and all events.
- Manage all aspects of rental of Temple space to members and non-members.

Calendar and logistics

- Create and manage the Temple master calendar and determine allocation of space within the building for Temple events and those of outside users.

Community Relations

- Act as a liaison to other Jewish organizations and the secular community with respect to synagogue activities, media and neighborly relations.

Qualifications

- 7-10 years of financial and operational experience in a non-profit organization preferred.
- Non-profit and Jewish organizational experience a plus.
- Strong understanding of finance and development.
- Creative thinker and leader.

- Systems thinker, skillful organizer, collaborative partner.
- Human resources experience with demonstrated success in managing, motivating and developing staff.
- Knowledge of computer and web-based systems and social media.
- Strong written and oral communication skills.
- Bachelor's Degree required, Masters in relevant field preferred.

Note: Some events and meetings will require the executive director to be on-site during evening and weekend hours. The ED may adjust the daily or weekly schedule to balance these responsibilities.

Salary & Benefits

- Salary \$120-\$130,000
- Paid vacation
- Health Insurance
- Sick, family & bereavement leave
- Professional development

Please submit your application to EDSearch@sinaibrookline.org