

**Congregation Beth Jacob**

<b>Job Description</b>	
<b>Position Title:</b>	Executive Director
<b>Reports to:</b>	President, Board of Trustees
<b>Background:</b>	<p>Congregation Beth Jacob (CBJ) is an an O-U affiliated Orthodox synagogue catering to a diverse, vibrant and growing Jewish Community in the Toco Hills section of Atlanta.</p> <p>CBJ is looking to hire an individual who will help us achieve our vision of being the center of an Orthodox Jewish community. We are a vibrant synagogue, led by passionate and committed rabbinical and lay leadership, and supported by an enthusiastic and engaged membership.</p>
<b>Description</b>	<p>The Executive Director works in partnership with the Rabbis to meet the needs and goals of Congregation Beth Jacob.</p> <p>Professional and personal performance must reflect Jewish role model by displaying Jewish values and ethical considerations in all phases of the position, and reflect credit upon Beth Jacob and the Jewish community it serves.</p> <p>Demonstrates a commitment to Beth Jacob through continuing cooperation with members, leadership, clergy, and employees. Takes initiative to improve how work is performed</p> <p>The Executive Director serves as the chief operating officer of the synagogue.</p>
<b>Principle Duties and Responsibilities:</b>	<ol style="list-style-type: none"> <li><b>1. Financial Management</b> <ol style="list-style-type: none"> <li>a. In coordination with the Treasurer and the Finance/Budget Committee, develop annual budget proposals.</li> <li>b. Monitor the Congregation’s finances.</li> <li>c. Work with the Congregation’s Staff Accountant to prepare payroll, timely and accurate statements, and member billing.</li> <li>d. Seek cost effective options for purchasing materials and services, while maintaining quality.</li> <li>e. Oversee relationships with banks and other financial institutions.</li> <li>f. Work with Treasurer to carry out an annual review of the finances.</li> <li>g. Supervise and offer appropriate staff support to dues collection efforts.</li> <li>h. Work with Endowment Chair regarding investments.</li> <li>i. Monitor special funds and report to Treasurer on a regular basis.</li> </ol> </li> <li><b>2. Fund Raising</b> <ol style="list-style-type: none"> <li>a. Provide support to management of fund raising Campaigns</li> <li>b. Takes initiative to stimulate fund raising endeavors.</li> <li>c. Support Senior Rabbi in coordination of Jacob’s Angels.</li> </ol> </li> <li><b>3. Human Resources</b> <ol style="list-style-type: none"> <li>a. Hire, train, and supervise all administrative and facilities personnel.</li> </ol> </li> </ol>

- b. Develop/revise job descriptions, salary scales, and benefits packages for all personnel as necessary.
- c. Revise Personnel Handbook and establish personnel procedures as necessary.
- d. Terminate employees as necessary.
- e. Work in collaboration with other Professional Staff to ensure that the administrative, program, and facilities needs are met.
- f. Oversees payroll and benefits administration.
- g. Secures outside counsel/consultants as necessary.

**4. Facilities**

- a. Work with facilities manager to ensure the security and safety, maintenance, cleanliness, and timely repair of all Beth Jacob properties.
- b. Recommend to the President, Treasurer, and the Board when unexpected or extraordinary expenditures are needed for effective property maintenance or management.
- c. Ensure that all Beth Jacob equipment is adequate for the buildings' needs and in good repair.
- d. Assures adequate insurance coverage.
- e. Manages relations with service suppliers and contractors.
- f. Develop plans for emergencies and disasters, update as needed.

**5. Office Management**

- a. Responsible for the day-to-day operations of the Beth Jacob office, including the establishment and maintenance of regular office hours, communications and correspondence with members, etc..
- b. Review, revise, and supervise Beth Jacob procedures, including scheduling, facilities rental, supply purchasing, etc. as necessary.
- c. Maintain the Congregational Calendar

**6. Communications**

- a. Supervise Communications Coordinator in the effective delivery of:
  - I. Publication of quarterly Bulletin.
  - II. Weekly congregational e-mail – Kol Yaakov
  - III. Create, write, and edit such other publications as deemed necessary.
  - IV. Review and approve all publications, and written materials.
  - V. Review and approve contents of the CBJ website.

**7. Membership**

- a. Interview new member families
- b. Respond appropriately to member inquiries and requests.
- c. Oversee the maintenance of the Congregation data base(s).

**8. Board of Trustees**

- a. Attend meetings and Serve as Ex-Officio member of committees as needed
- b. Provide monthly report to the Board.
- c. Provide staff support as needed.
- d. Carries out the decisions of the Executive Committee and Board.

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• 5-10 years experience</li> <li>• Ability to lead</li> <li>• Experience in finance, facilities, fundraising and in managing and building successful teams</li> <li>• Outstanding communication and organizational skills</li> <li>• Formal Jewish education providing familiarity with orthodox Jewish ritual, history and customs</li> <li>• Demonstrate commitment to the Shul through continuing collaboration with and support of members, clergy, the leadership, the professional staff and other employees</li> <li>• Must be passionate for "customer service" and an have a strong understanding of marketing and development</li> <li>• Must be a team player, able to work in true partnership with volunteers, clergy and professional staff</li> <li>• The successful candidate will have a vision of growth, vibrancy and an unparalleled experience for our congregants and visitors</li> <li>• Attend Shabbat Services, attend festivals, other synagogue events and various committee meetings as necessary, understanding that this position is one of the "important faces" of the Shul both internally and externally</li> </ul>
<b>Duration</b>	Full-time
<b>Salary:</b>	Commensurate with experience.
<b>Benefits:</b>	Paid vacation, sick days, reduced hours on eve of Shabbos and Holidays
<b>Preferred Degree:</b>	Bachelors
<b>Job Location:</b>	Congregation Beth Jacob 1855 LaVista Road Atlanta, GA 30329
<b>Send Resumes To:</b>	jobs@bethjacobatlanta.org