

**DRAFT - EXECUTIVE DIRECTOR, THE EMANUEL SYNAGOGUE**  
**10/10/2023**

**About The Emanuel Synagogue, West Hartford, CT:**

*Our inclusive, multi-generational Conservative congregation has served the Greater Hartford Jewish community for more than 100 years. The Emanuel welcomes people of all ages, faiths & cultural backgrounds, and orientations to attend and participate in our prayer services and have active roles in family and communal life. Our community often gathers as a congregational family to learn, observe, enjoy friendships, and support each other through all phases of the Jewish lifecycle. We are a growing 550+ family congregation having welcomed more than 50 new families in the past two years.*

**Job Description:**

The Executive Director at The Emanuel Synagogue is the central point of contact and manager of the synagogue and is responsible for all synagogue operations. The Executive Director reports to the Board President. The Executive Director is an ex-officio member of the Executive Committee and Board of Trustees and is expected to attend all meetings. Additionally, the Executive Director supports the clergy, guides lay leaders, and supports the work of all Committees. As a leader and representative of the synagogue, the Executive Director serves as a welcoming presence to both current and prospective congregants, as well as liaison to Jewish organizations and civic-minded community groups.

**Principal Duties:**

- The Emanuel Executive Director manages all operations throughout the synagogue.
- Works with the Treasurer and Finance Committee in the preparation, oversight, and review of the synagogue's annual operating budget; prepares reports as needed.
- Maintains and monitors effective internal financial controls; approves expenses within budgetary limits; supervises the preparation of invoice statements for synagogue members and acknowledgements for donors; sees that members are properly billed for dues and other charges and are making timely payments.

- Implements special member dues arrangements with sensitivity, discretion, and respect. Finances should not be a barrier to membership.
- Oversees, monitors, and approves synagogue purchases, payments, and reimbursements within approved budget.
- Serves as the point of contact for individuals and organizations renting space, including the Children’s Museum and Preschool.
- Identifies and applies for alternative funding, grants, scholarships, and endowment opportunities.
- Ensures that systems are maintained to handle membership data, dues collection, publications, the website, the calendar, holiday arrangements, and other materials for the smooth operation of the synagogue.
- Oversees synagogue facilities including event scheduling, building maintenance, repair, and renovation, working closely with the House Committee and external vendors.
- Provides oversight of safety and security practices. Evaluate, develop and maintain the synagogue’s security systems, in conjunction with the House Committee, including security equipment; hire security personnel as needed; serve as the synagogue’s liaison to local entities (e.g. police department) and to the synagogue’s private security provider.
- Works to establish policies that support the long-term operational health of the congregation including fiscal matters, volunteer development, communication needs, and staffing requirements.
- Hires, supervises, trains, and evaluates all non-clergy and non-educational staff members, providing structure and support. Currently includes Office Manager, Bookkeeper, Assistant to the Rabbi, Engagement Coordinator, and Custodial staff.
- Ensures that operations are conducted in accordance with the synagogue’s constitution and by-laws.
- Serves as a resource to the Board of Directors, Synagogue Committees, and Clergy. Executive Director is an ex-officio member of the Executive Committee and Board of Directors and provides guidance as required; additionally, acts as liaison to auxiliaries, and standing and ad hoc committees to ensure support, coordination, and adherence to policies and programming across all groups.

Committees may include Cemetery, Finance, Membership, House, Life & Legacy, Fundraising, and other committees as assigned by the President.

- Collaborates with lay leaders and volunteers to develop fundraising projects.

- Serve as the first point of contact for any synagogue emergency.
- Such other duties as from time to time shall be assigned by the President.

As ***Face of the Congregation***: The Executive Director fosters a warm and caring environment for congregants, lay leaders, volunteers, staff, prospective members, and visitors. The Executive Director helps to establish cooperative relationships with other area synagogues, community groups, and organizations.

- Develops knowledge of and familiarity with congregants to support the Board of Trustees and Committee Chairs and to encourage and expand member engagement.
- In collaboration with the Vice President for Membership, develops and executes strategies for membership expansion, engagement, and retention.
- Negotiates rentals and manages operational aspects including facility use.
- Collaborates, promotes, and coordinates religious, holiday, educational, social, and fundraising programming.
- Participate/attend Synagogue events and religious services.

**Qualities for a successful candidate:**

- Work collaboratively with clergy, staff, lay leaders, volunteers, and members of the congregation.
- Operate with a high degree of integrity.
- Demonstrate excellent interpersonal communication skills, both oral and written.
- Show an appreciation for religious tradition, Jewish rituals, and holidays.
- Use technology to achieve efficiencies.
- Anticipate issues and opportunities and identifies areas of need for both short-term and long-term planning.
- Use existing and new technologies, including but not limited to website, social media, Microsoft Office, and all synagogue software in particularly ShulCloud.
- Balance multiple priorities simultaneously with attention to detail.

**Minimum Qualifications:**

Proven experience as executive director or in other managerial positions in a Jewish non-profit organization.

Experience in developing and executing strategic plans and initiatives.

Demonstrated strong written and verbal communication skills.

Strong understanding of finance and development.

Project management, negotiation, and conflict resolution skills.

Bachelor's Degree required.

Minimum 7 years of experience in progressive management role(s) that specifically include managing personnel, programs, services, and operations.

**Salary Range:**

\$80,000 to \$120,000