

## Executive Director at Temple Aliyah

[Temple Aliyah](#) is a thriving, medium-sized, egalitarian Conservative synagogue located in suburban Boston with 435 families, a pre-school, religious school and active teen groups. Our membership is demographically diverse, including young families and empty-nesters. We are proud to be led by Rabbi Carl Perkins and Cantor Jamie Gloth.

What's special about Temple Aliyah? If you ask our members, the first thing they would say is that our congregation is warm, accepting and supportive. We care for one another and it shows, not only to us but to others who visit.

### **The Position:**

This new full-time position is ideal for an individual who can combine strategic thinking with hands-on leadership to have a lasting impact on a dynamic, warm congregation. The Executive Director (ED) will be supported by a forward-looking congregation that is committed to Jewish life and to one another and will work closely with the Rabbi and other senior staff members.

The position requires a track record of leadership, experience implementing management best practices, and a solid foundation in fiscal, administrative, operational, facility, and membership management. The ED will be expected to create and implement long-term strategic goals in conjunction with clergy and board leadership. The ED will improve processes while respecting past efforts.

The successful candidate will be a dynamic self-starter who will bring an enterprising approach to illuminating and then addressing areas in need of improvement. S/he is also expected to simultaneously manage multiple projects and demands, so strong organizational and interpersonal skills and capacity to multitask are necessary. As one of the key synagogue professionals, the ED should come to know our congregants and be a visible and engaging face of the congregation.

### **Position Details:**

The ED will report to the congregational President and work closely with clergy and the Executive Committee (including the Treasurer and Vice President of Operations) to develop strategy, support operations, and establish systems for continuous improvement. The ED is expected to attend all senior leadership and Board meetings.

The ED will manage a team of 3 - 5 administrative staff and will be responsible for ensuring the smooth running of day-to-day operations, including finances. This will require regular reporting of the financial and operational status of the synagogue to the President and Board.

**Duties and Responsibilities Include:**

Member Relations: *Ensuring members' needs are prioritized and appropriately addressed*

- Building positive and engaging contact with all members
- Reviewing and improving interactions with prospective members, including developing an online-based intake process
- Overseeing all public communications for the synagogue
- Attending selective events and services

Office management: *Responsibility for overseeing day-to-day operations*

- Managing synagogue calendar of events
- Developing processes and procedures for office functions such as record keeping, scheduling, rentals, and purchasing
- Establishing and maintaining HR policies and procedures
- Consulting with the President, Rabbi and other senior staff members on the hiring and
- managing of administrative staff

Programming and Communication: *Facilitating programming and all communications*

- Working collaboratively with committees including finance and communications
- Coordinating volunteers and programs to ensure that various synagogue groups optimize
- resources and meet the evolving needs of the congregation
- Communicating regularly with Preschool and Religious School Directors to align and integrate educational goals with community programs
- Communicating regularly with the Rabbi to assure that all congregational activity is aligned with our congregational goals
- Overseeing Temple publications and furthering online presence

Facilities management: *Supervising maintenance of physical plant*

- Ensuring effective space planning, food, set-up, and clean-up in accordance with kashrut
- Monitoring the safety, security, maintenance, and cleanliness of the building and property
- Recommending and managing capital projects
- Managing facility rentals

Financial management: *Managing synagogue expenses and income*

- Working with Treasurer, Board and lay leaders to develop and create annual operating and capital budgets
- Providing ongoing budget supervision
- Supervising bookkeeping and maintenance of congregational funds and collections
- Supporting fundraising efforts

- Negotiating contracts and managing provider/vendor relationships

**Qualifications Include:**

- Bachelor's degree required; Master's preferred
- Nonprofit management and/or fundraising experience a plus
- 3+ years' experience managing an organization, including financial and facilities management, staff oversight, and budget development
- Excellent communication, presentation, negotiation, and interpersonal skills with an ability to foster a collaborative team environment
- Experience working with volunteers
- Very strong writing skills
- Experience with employee recruitment
- Must be able to work some weekends and evenings
- Knowledge of Judaism and understanding of synagogue life required

Competitive salary.

**To apply: please submit a letter of interest, a résumé and a writing sample to:**  
[HR@TempleAliyah.com](mailto:HR@TempleAliyah.com)