

## Employment Opportunity

**Job Title: Executive Director**

**Reports To: President of the Board of Directors**

**Position: Full-time, Benefited and Exempt**

**Start Date: June, 2021**

**Respond to: [humanresources@ohefsholom.org](mailto:humanresources@ohefsholom.org)**

### About Ohef Sholom Temple

Established in 1844, Ohef Sholom Temple is a vibrant and engaging Reform congregation. We pride ourselves on being a warm and welcoming community that honors and values Jewish traditions and celebrates our inclusiveness, as we live by the words engraved over our sanctuary's doors, "My House Shall Be Called a House of Prayer for All Peoples."

We hold weekly Shabbat evening and morning services, encourage the study of Torah, work for social justice, nurture our congregants, and participate actively in both the wider Jewish and secular communities. Our beloved clergy, Rabbi Rosalin Mandelberg and Cantor Jennifer Rueben, and our Music Director, Charles Woodward, are recognized leaders in the local Jewish, interfaith and musical communities. Our Religious School is the largest in the area, and our many committees offer opportunities for congregants to learn, explore, care for those in need and socialize. We often refer to our Ohef Sholom Temple Family.

Located in Norfolk, Virginia, in a metro area of more than 1.75 million people, we have 700+ member households and are affiliated with the Union for Reform Judaism. Ohef Sholom's annual budget exceeds \$1.5 million.

### About the Opportunity

This is an exciting opportunity to lead a strong and successful team at an historic and thriving congregation. The Executive Director will manage the systems, practices and staff for our internal processes and financial transactions and build relationships with and among our congregants. In addition, the ED needs to be an enthusiastic program advocate who can help members engage with Ohef Sholom Temple, with the larger Jewish community, and the wider social justice world.

### The Executive Director's Responsibilities

The Executive Director, an active member of the senior staff, is responsible for the overall management and day-to-day administration and operations at Ohef Sholom Temple. The Executive Director is expected to proactively analyze and solve problems, respond to congregational needs, and maintain a high degree of respect, ethics, integrity and confidentiality. Along with the clergy, the Executive Director serves as a "face" of the synagogue, internally to the membership and externally to the community at large. The ED is expected to take a lead role in enhancing our members' engagement with the synagogue and its programs. The Executive Director reports to the Board of Directors through the President and works closely with the clergy, staff, and committees.

**The Executive Director’s responsibilities include the following:**

**Fiscal:** Develop and manage Ohef Sholom’s Temple’s operational budget in consultation with the Finance and Development Committee and the Treasurer. Oversee and supervise financial systems, bookkeeping and accounting functions and staff and assure compliance with all federal, state and local tax reporting and other requirements. Provide logistical support to the Ohef Sholom Foundation.

**Membership:** Welcome and orient prospective and new members. Manage membership systems and facilitate effective membership processes. Increase engagement and stewardship by encouraging growth through in-reach, outreach and dynamic programming.

**Development:** Work with the relevant committees and the Ohef Sholom Foundation on the development of a philanthropic strategy to achieve both short-term budget goals and long-term strategic vision. Support fundraising planning and implementation, including on-going donation programs, stewardship and specific fundraising projects.

**Personnel:** Supervise, in accordance with established policies, and develop all administrative, clerical, maintenance and other non-program staff. Work with the Personnel Committee, the Executive Committee and the Board to establish, review, and update procedures, standards and employee benefits.

**Program and Facilities Coordination:** Assure coordination and effective scheduling of the calendar of activities, programs, schools, affiliates, groups, services and community organizations to maximize efficiency and avoid conflicts. Oversee maintenance and improvement of Ohef Sholom Temple’s facilities in partnership with the House Subcommittee.

**Communication:** Oversee all media for publicity and marketing. Oversee communications with members, the staff and the Board, to ensure accuracy, tone and appropriateness of messaging.

**Administration and Professional Development:** Provide assistance and support to the professional staff in congregational and school programming. Stay current with developments in synagogue management through continuing education and contribute to the professional growth of staff and colleagues.

**Qualifications**

- Minimum of 3 years of professional experience in a related field.
- Bachelor’s degree required, Masters in a related field preferred.
- Appreciation for Jewish customs, traditions, rituals and culture.
- Exceptional organizational skills with an interest in improving systems and strategic thinking.
- Strong experience building and leading teams, supervising and developing employees, managing contractors and working with volunteers and nonprofit boards.
- Ability to collaborate effectively with the Board, clergy, lay leaders and members.
- Excellent oral and written communications skills.
- Proficient in standard accounting practices and financial tools.