

Executive Director Job Description

The Executive Director of the Unified Jewish Congregation of Baton Rouge (UJCBR) is the lead administrative employee of the congregation. In addition to managing and overseeing the operations and staff of the synagogue, he/she is responsible for implementing the policies set by the Board of Directors, with the goal of developing UJCBR as a dynamic center of Jewish life for the Baton Rouge and nearby Louisiana communities. S/he will be expected to place a major emphasis on growth strategies, particularly in the areas of programming, fundraising, membership and volunteers.

The Executive Director will report to the Board of Directors through the President. However, on a day-to-day basis, the Executive Director takes direction from the rabbi in matters concerning the religious life of UJCBR and is expected to collaborate and coordinate with him/her on administrative matters. The successful Executive Director will be a team player, forming a strong working coalition with the rabbi, other staff members, Board of Directors and members of the congregation.

The Executive Director will ensure that all members, prospective members and others who come in contact with the UJCBR administrative staff are met with the UJCBR's high standards of warmth, helpfulness and professionalism.

DEVELOPMENT

- a. Provide leadership in the area of fundraising and development. This will include the identification, cultivation and solicitation of potential donors both within the congregation as well as in the general Jewish community.
- b. Assist the Development Committee in recommending, planning and executing all fundraising efforts, and coordinating and overseeing short-term and long-range activities.
- c. Research and apply for possible grants provided by public and private foundations.
- d. Solicit businesses and vendors for advertising in the Eternal Light, directory and event programs, etc.

MARKETING / PUBLIC REALTIONS

- a. Promote a positive image of the congregation to all members and work to raise the congregation's profile in the larger Jewish and general community.
- b. Coordinate publicity coverage and promote congregational programs through the appropriate media including the Eternal Light, e-news, press releases, brochures and

- c. Attend and participate in community, umbrella and/or professional organization meetings such as URJ, NATA, Jewish Federation, Jewish Community Foundation, Association of Fundraising Professionals, etc.

PROGRAMMING

- a. Provide vision, guidance and direction for new and existing programs for members of all age groups. Ensure that written reports are submitted to the president and Board of Directors on every program and activity conducted by any committee and that these reports are filed for future reference.
- b. Assist congregational committees and Chavurot in developing and implementing programs.

MEMBERSHIP / MEMBER RELATIONS

- a. Work closely with the Membership Committee and provide leadership and support for all activities associated with attracting new members, inviting them to services and integrating them into our congregation family.
- b. Serve as the focal point for recruiting volunteers to support various congregational activities and developing new leaders.
- c. Address member questions, concerns, complaints and administrative issues.
- d. Participate from time to time at Shabbat services and B'nai Mitzvah as needed, and attend all Jewish festivals and High Holy Day services, in administrative capacity, to interact with congregation staff, members and guests.
- e. Attend "Open Houses," new member dinners and other major congregational programs to ensure smooth operation and develop ongoing relationships with members.
- f. Attend Religious School registration days, which are held on Sundays at the beginning of the school year.

ADMINISTRATIVE SUPPORT

- a. Supervise and manage the congregation staff.

- b. Provide administrative support to the Board of Directors and the officers of the congregation, including the preparation of regular and special reports.
- c. Attend all meetings of the Board of Directors and other such meetings as requested by the Board of Directors, the president or the rabbi.
- d. Attend professional staff meetings chaired by the rabbi.
- e. Hold weekly staff meeting to discuss upcoming calendar events, facility preparation for the events, scheduling of security, etc.
- f. Handle human resources including recruiting, hiring, training, supervising and terminating office staff. Maintain and implement the policies established in the UJCBR Employee Handbook.
- g. Negotiate and secure, with Board approval, appropriate insurance protections and benefits for employees, UJCBR facility/facilities and contents, and for the Board of Directors.
- h. Provide guidance and support as needed for other members of the UJCBR professional staff, including the Religious School director, program director, custodian and rabbi.
- i. Ensure that all records of the congregation are maintained securely and accurately.

FINANCIAL ADMINISTRATION

- a. Work closely with the UJCBR's treasurer and bookkeeper and be responsible for preparing and balancing the congregation's budget.
- b. Oversee the accounting functions and supervise the bookkeeper in preparation of financial reports.
- c. Monitor all income and expenditures on a month-by-month basis on all financial matters.
- d. Supervise the bookkeeper in the billing and collection of membership dues, tuition, capital pledges, fees for facility use and accounts payable.
- e. Communicate with members, when necessary, regarding financial commitments to the UJCBR.

Minimum Job Qualifications and Attributes

- Bachelor's Degree preferred
- 5 years of leadership and/or administrative management experience
- Business and financial acumen
- Computer and technology skills (e.g., Microsoft Word, Excel and PowerPoint, etc.)
- This is a full-time, salaried, on-site position, including regular hours plus some evening meetings, weekend events and Jewish holidays.
- Effective oral, written communication and listening skills
- Effective problem-solving and decision-making; exercise sound judgment
- Ability to plan, organize, prioritize, delegate and follow through on commitments
- Ability to collaborate and work as a team player
- Capable of identifying trends and anticipate changes that may impact position role and responsibilities
- Self-starter, proactive, dependable, and flexible
- Basic understanding of the tenets of Judaism or the willingness to observe them

*The duties and responsibilities of the Executive Director are subject to change as required by general circumstances and the needs of the UJCBR. The Board of Trustee and the rabbi on a periodic basis shall review these duties and responsibilities.

Compensation

Compensation is commensurate with experience. Benefits include health insurance and paid time off.

Application Guidelines

All interested individuals must submit a cover letter, resume, salary history and salary requirements, as well as three references. Please attach as a MS Word or PDF documents only and email to: scottb@lmfj.com subject line: Executive Director Search. Resumes must be emailed.