



**EXECUTIVE DIRECTOR
Temple Beth El
Madison, Wisconsin
Position Description**

November 30, 2018

Are you seeking an opportunity to share your expertise and be part of a vibrant community?

Temple Beth El, in Madison, Wisconsin, is seeking our next executive director (ED). We are a vibrant Reform synagogue community of nearly 600 families. We are an inclusive congregation that welcomes those who share our commitment to Jewish life and learning.

The ED is the lead administrator and a member of the Temple Beth El (Temple) professional team. The ED is responsible for fundraising and development, finances, administration, and facilities. The ED has primary responsibility to ensure that the policies, budgets, and other directives of the Board of Trustees (Board) and bylaws are implemented and enforced.

The ED reports to the Board through the Board President and works collaboratively with the professional staff, lay leaders, and members of the congregation. The ED supervises key professional staff. The ED is a member of the Executive Team comprised of Rabbi, President, and Executive Director, respectfully sharing in the triad of this sacred partnership that guides the vision of the congregation.

The successful candidate will have significant experience in administrative and organizational leadership.

Key Responsibilities

- **Fundraising and Development**
- **Financial Management**
- **Office and Staff Management**
- **Community Relations**
- **Board and Committee Relations**
- **Facilities Management**

- **Other duties as assigned by the Board of Trustees**

Skills and Qualifications

- Demonstrated experience in successful and strong leadership (both individual and collaborative skills)
- Demonstrated experience in fundraising including major gifts, special events, annual appeals, and planned giving
- Ability to manage multiple priorities, responsibilities, and details.
- General understanding of nonprofit management, governance, accounting principles--including financial reporting, budget analysis, and laws pertaining to such.
- Supervisory experience; demonstrated success in creating a minimally hierarchical, collaborative work environment.
- Demonstrated success in managing, motivating, and developing staff, including professional, administrative, and facility staff.
- Experience with facility management, contracting for services, and vendor negotiations.
- Expertise in Microsoft Office Suite including Word, Excel, and Power Point; working knowledge of accounting software. Familiarity with database software, email newsletters, social media, and website maintenance.
- Ability to recruit, motivate, and organize volunteers.
- Strong oral, written, and interpersonal communication skills.
- Organized, enthusiastic, creative, courteous, flexible, and discreet.
- Availability to attend key congregational meetings and programs.
- Knowledge and understanding of Reform Jewish culture and rituals, commitment to promoting Reform Jewish values.
- Enthusiasm for staying current on best practices and trends in all areas.

For a complete job description, please visit <http://bit.ly/EDJobSearch>

For consideration: Please send your cover letter and resume, to edsearch@tbemadison.org. This search will remain open until the qualified candidate is identified.

No telephone calls, please.