

**Temple Sholom**  
**Executive Director (Part Time)- Job Description**  
**April 2024**

**About:** Founded in 1965 in Vancouver, BC, Temple Sholom is a Canadian Reform congregation that honours and sanctifies each and every person, integrating a deep sense of Jewish tradition with contemporary life. With membership approaching 1,000 households, it is the largest Canadian Reform community west of Toronto, offering programs and services for people of all ages and stages of life. Temple Sholom is in the process of launching a capital campaign for long range improvements to the synagogue building and cemetery.

**Overview:** The Temple Sholom Executive Director reports to and advises the Board of Directors on all operational aspects of the synagogue's activities. Key areas of responsibilities include: operational planning and management including scheduling, staffing and building use, life cycle planning, data & technology management, human resources planning and management, financial management in collaboration with the Synagogue Accountant and Board Treasurer, risk management including building maintenance and security in collaboration with the building and security chairs, management of marketing and communications, and supporting senior staff. In addition, the Executive Director will support lay personnel with the implementation of strategic initiatives when required.

**Type:** Part-time (25 hours/week)  
**Location:** In-Person at Temple Sholom  
**Hours:** Monday to Thursday 10:00 am - 4:00 pm (approx.)  
Occasional weekends and evenings and Jewish holidays to cover special programs/events and monthly Board of Directors and committee meetings.  
**Compensation:** Annual Salary Range from \$80,000 - \$90,000  
**Benefits:** Extended Medical & Dental after 3 months' probation (premium cost sharing). RRSP match.  
**Time off:** 4 weeks' vacation, statutory holidays.

**Relevant Education and/or Experience and Additional Info:**

Familiarity with and interest in Jewish rituals, holidays and lifecycle traditions.  
Bachelor's degree (advanced degree such as MBA or LLB/JD preferred).  
Experience at a nonprofit; executive level experience preferred.  
Experience managing and leading a team and chairing team meetings.

### **General Duties and Accountabilities**

Reporting to the President of Temple Sholom and the Senior Rabbi, the Executive Director is responsible for leading and overseeing the non-spiritual side of synagogue operations. This includes but is not limited to: Operations, Membership, Community Engagement, Development, Human Resources, Financial Management, Governance, Communications, Facilities, Tenants and Security. The Executive Director will also provide strategic support to the Senior Rabbi, Senior Leadership Team and the Temple Sholom Board of Directors. The Executive Director leads Temple Sholom's team of administrative staff, while clergy, program and education staff report to the Senior Rabbi or their delegate.

### **Areas of Responsibility**

#### **Operations**

- Oversee the efficient and effective operation of the organization including staffing, facilities management, systems, and equipment.
- Maintain official records and documents, and ensure compliance with government regulations, privacy and confidentiality.
- Supervise the Information Technology systems and external service providers.
- Oversee the operations and logistics of High Holy Day services including ticket distribution, room setup, volunteer scheduling, security, audio/visual requirements and other duties as required.
- Oversee the Events & Facilities Manager.
- Manage relations with building tenant(s).
- Make recommendations to the Board for any non-regular budgeted facilities maintenance expenses.

#### **Membership Management**

- Oversee the Director of Congregational Engagement (DCE) on all aspects of member and prospective member engagement, including the membership renewal process of existing members, the registering of new members and handling member resignations.
- Liaise closely with the Synagogue Accountant, DCE and staff to ensure the database system is appropriately updated for member financial and other information.
- Responsible for maintaining database integrity to support membership and financial management.
- Handle all member related requests, concerns, issues and complaints professionally and effectively; resolve issues as they arise or establish a plan of action to resolve them in a timely manner.

#### **Human Resources Management**

- Manage a team of staff in administrative areas including operations, finance, administration, membership, communications, events and facilities management, security and IT.

- Responsible for the implementation of human resources policies, procedures and best practices.
- Establish and maintain a positive, healthy and safe work environment.
- Coach and mentor staff as appropriate to manage and improve performance.
- Provide performance reviews and feedback to staff on a regular basis, maintaining personnel files and employment records.
- Continuously strive to create and maintain a culture that attracts, retains and motivates a diverse staff of top quality staff.
- Serve as staff representative to the HR Committee.

### **Financial Management**

- Responsible for managing the finances of Temple Shalom.
- Supervise and work closely with the Synagogue Accountant.
- Responsible for driving the annual budget process through board approval including working with the synagogue accountant, board treasurer and staff team to prepare the annual budget for Board approval.
- Budget management including ensuring the funds of Temple Shalom are administered in accordance with approved budgets and spending authorities.
- Approve expenditures within the authority delegated by the Board of Directors.
- Risk management including assessing and ensuring appropriate internal controls; make recommendations to the Finance Committee and board treasurer as appropriate.
- Participate as a resource to the Finance Committee.

### **Governance and Communication**

- Advise the Senior Rabbi and the Board of Directors on Temple Shalom operations and communications at a strategic level.
- As the link between the Board and Temple Shalom operations, responsible for Board engagement and ensuring that Board governance processes are consistently implemented.
- Schedule, coordinate and attend monthly Board and Executive Committee meetings, the Annual General Meeting (AGM) and meetings of the HR, Finance and Cemetery Committees.
- Prepare and distribute agendas, materials for board and committee meetings, the AGM, town halls and other meetings as required; present updates and reports to the Board and other stakeholders; maintain minutes and other records.
- Attend Leadership Team meetings with the Temple President and Rabbis.
- Attend Congregational meetings as requested.
- Lead weekly Staff meetings.
- Work with Temple Shalom staff and volunteers to encourage attendance at, participation in and support of Temple Shalom.

### **Security and Health & Safety**

- Responsible for the safety and security of Temple Sholom physical locations, systems and online.
- Continuously identify risk areas; implement and maintain security systems, policies and procedures.
- Develop, own and manage an Emergency Response Plan.
- Maintain positive relations with law enforcement; work with law enforcement and third party security vendors as required.
- Ensure Temple Sholom has proper insurance coverage in place.
- Ensure compliance with applicable health and safety requirements.
- Act as COVID Officer or other similar roles as may be applicable.

### **Cemetery:**

- Oversee the DCE with respect to cemetery plot sales and record management.
- Ensure compliance with all regulatory aspects of operating a cemetery.
- Establish and update contracts and policies for the effective operation of the cemetery and serve as staff liaison with the Cemetery Committee.

### **Neighbor & Tenant Relations (synagogue & cemetery)**

- Point of contact for neighbours (Temple Sholom and cemetery) and tenants.
- Maintain positive relations with all relevant parties, respond in a timely and professional way to concerns, safeguarding Temple Sholom and its standing in the community.
- Ensure the implementation of tenant agreements, respond in a professional and timely manner to tenant concerns and requests. Maintain positive relations with the tenant, nurture and steward the relationship.

### **Capital Projects and Campaign**

- Responsible for financial oversight of capital projects and campaigns.
- Work in conjunction with the building committee and staff to schedule and coordinate construction projects and interruptions to building functions due to projects.
- Work in coordination with the DCE, Senior Rabbi and Campaign Committees as needed to ensure the successful execution of campaigns and corresponding capital projects.

### **Programs & Initiatives**

- Support the Klay Kodesh in the planning and implementation of major programs and initiatives.
- Assign and supervise staff for the successful execution of major programs and initiatives of the congregation.
- Develop and oversee budget for major programs and initiatives.

**Community Engagement**

- Cultivate and maintain positive relations with, and serve as the primary point of contact for, other organizations in the community.
- Attend Jewish Federation and other agency meetings as the representative of Temple Sholom.
- Sit on community task forces and committees as relevant to the Executive Director's position and responsibilities (e.g. Security).

**Development**

- Work with the DCE to develop and implement fundraising strategies to support Temple Sholom's financial sustainability.
- Research, identify and apply for applicable grants and other potential funding sources.

Other Duties as Required.

Applications will be kept in confidence and reference checking will only be performed with permission of the candidate.

To apply please send your resume and any cover letter to [executivedirector@templesholom.ca](mailto:executivedirector@templesholom.ca)