

TEMPLE MICAH EXECUTIVE DIRECTOR

ABOUT THE ROLE:

Temple Micah, a vibrant and creative Reform congregation of about 600 families in Washington, DC, is seeking an Executive Director. The Executive Director, a senior member of our team, is responsible for the management and business operations of Temple Micah. The Executive Director works directly with the senior rabbi, Daniel G. Zemel, and the rest of the staff and the Board of Directors to implement the mission, vision, and goals of the congregation. The Executive Director is responsible for developing, implementing, and managing all systems to create a caring, collaborative environment that optimizes the experience of our members and staff.

START DATE:

Flexible

ABOUT YOU:

You are personable and fun loving, and would relish the opportunity to work with an eclectic group of rabbis, staff, and congregants. You love your work, and your enjoyment is infectious. You like a challenge, and don't panic when things get sticky. You are curious, and not afraid to ask questions. You are calm, unflappable, even-tempered. You are a thinker and a doer. You have great ideas and are open to accepting even better ideas from rabbis, senior staff, junior staff, and congregants.

You are a creative problem-solver, systems thinker, and experienced manager of people and projects. You have experience in operations, finance, HR, and facilities management, and love every piece of the puzzle. You care about getting things done, but how they are done is equally important.

You love managing people. You have experience building teams in which members challenge each other in a respectful way. You listen to diverse perspectives. You believe in the power of teams and are adept at delegating.

You understand the beauty of technology, systems, and budgets. You light up around spreadsheets and data organization. You have financial-management experience and have created and managed budgets. You are interested in leading-edge ways to use technology to engage people.

You believe in racial equity, diversity, and inclusion. You share the traditional Jewish value of tikkun olam and know how to make it relevant to the modern world. You can help a community work toward social justice to bring about meaningful change.

You are self-confident. You work well with rabbis, senior and junior staff, congregants, and members of the board and committees. You are a thought partner and a problem solver.

You can make difficult decisions. When people come to you with a challenge, you listen, you consider the options and/or create new ones, and then you decide. As one of the leaders of this organization, you understand the weight of your decisions. You take responsibility and are accountable for decisions, even if the results are not as expected.

This isn't your first rodeo. You have 5-10+ years of experience managing personnel, programs, and facilities. You will hit the ground running.

You understand or are open to learning about Jewish and Reform customs, practices, and holidays.

RESPONSIBILITIES:

Organizational Leadership

- Collaborate with the clergy and board to define and meet Temple Micah's mission, vision, and values
- Implement the vision and policies and ensure goals and objectives are met

Administration

- Manage the day-to-day operations of the temple
- Develop and implement policies, best practices, and procedures
- Promote effective information sharing among clergy, staff, and board
- Maintain equipment and technology
- Develop and oversee communications strategies; oversee the website and social media
- Manage relationships with vendors

Human Resources

- Manage and develop staff and promote a highly effective work culture
- Manage administrative, financial, and facilities personnel
- Foster a culture of respect, collaboration, empowerment, integrity, and fun
- Manage all employee benefit programs and policies; ensure compliance with current federal and state labor law

Engagement

- Cultivate and nurture relationships and address congregational concerns in a timely manner
- In partnership with the rabbis, professional staff and lay leadership, develop strategies for community connection, engagement, and retention
- Ensure accuracy of membership information, records, and reporting

Financial Management & Fundraising

- Ensure sound financial management for the synagogue; use appropriate financial systems and controls to ensure legal compliance, integrity, and transparency
- Oversee all financial operations

- Partner with staff and lay leaders to create and manage the budget, providing regular reports to the board
- Manage financial personnel and vendors
- Maintain appropriate insurance
- Ensure support for fundraising initiatives and donor stewardship

Facilities Management

- Oversee all aspects of the building operations, ensuring that the building, grounds, and equipment are licensed and maintained
- Manage facilities personnel, security, vendors, and utility contracts
- Ensure legal compliance with inspection and maintenance schedules
- Manage preventative maintenance, repair, and improvements
- Stay on top of changes to technology and suggest timely improvements
- Work closely with the House Committee on capital improvement plans and other projects (including the kitchen sink!)
- Collaborate with the staff and lay leaders in developing and implementing a vision for use of space

YOUR IMPACT

This job is considered a long-term leadership role with room for growth. You will be an integral part of Temple Micah, the first person many new members will meet. You will help set the tone for the rest of the staff. You will help us build sustainable operating systems and manage our growing community and programs. Your ability to juggle several responsibilities at once -- with optimism, enthusiasm, and a rigorous attention to detail -- will create a lasting impact on our congregation and community. The Executive Director will report directly to the Senior Rabbi.

SALARY & BENEFITS:

- The salary for for this job is \$115,000-\$125,000
- Health, vision, dental, and long-term disability insurance
- Retirement savings plan with a 15% employer contribution
- Generous paid time off and federal holidays
- Values-aligned work environment
- This is a full-time, exempt position
- This is not a remote position. Candidates will be expected to live in the DC area. Relocation stipend available.

APPLICATION PROCESS:

Please email a cover letter and résumé to EDsearch@templemicah.org. Include at least two references. Applications will be reviewed on a rolling basis. **Temple Micah members are not eligible to apply.**

DIVERSITY STATEMENT:

Temple Micah seeks diversity, equity, and inclusion in its leadership and staff. We invite applicants with diverse backgrounds, identities, and skills, including, but not limited to, race, ethnicity, religious denominations, gender, sexuality, ability, and neurodiversity. Candidates for Executive Director also should be open to leading staff built upon these values.