

EXECUTIVE DIRECTOR

Temple Emanuel, Kensington, Maryland

POSITION OVERVIEW

Temple Emanuel, a vibrant Reform congregation of approximately 450 member households, including many interfaith families, located in a picturesque suburban setting close to Washington, DC, seeks a full-time Executive Director. With an annual operating budget of almost \$3 million, Temple Emanuel offers a unique opportunity for an experienced professional to work with clergy and lay leaders to create a *kehillah kedoshah*, a sacred community, and participate in the realization of its mission and vision for the future. We pride ourselves on our commitment to *tikkun olam*, and on the strong collaboration among our clergy, professional staff, and diverse lay leadership. We are the oldest Reform synagogue in Montgomery County and recently celebrated our 70th anniversary. Our congregation is involved in social and environmental justice, community service, religious education, Jewish culture and arts, and much more. For more information, please see Temple Emanuel's [mission and vision statement](#).

The Executive Director serves as a key figure whose presence engenders trust, confidence, and stability. This role requires a facilitative leadership style, enabling others by engaging in partnerships and seeking out collaboration with staff, lay leaders, volunteers, and congregants. The Executive Director's leadership, understanding of and commitment to the Reform Movement through our affiliation with the URJ, and expertise in the business aspects of synagogue life will help guide and shape our infrastructure to enhance programming activities and innovative possibilities.

QUALIFICATIONS

- Bachelor's degree required; Master's degree preferred
- Minimum 5 years of relevant executive leadership experience
- Knowledge of, or desire to learn, Reform Jewish ritual, history, and customs
- Demonstrated passion for Jewish living, learning, social justice, and community
- Proven experience in administration, financial management, facilities management, and human resources
- Strong background in membership development, communications, and fundraising
- Outstanding communication, organizational, and management skills
- Energetic, creative, collaborative, and flexible approach to leadership
- Ability to work effectively with people of all ages and backgrounds

KEY RESPONSIBILITIES

Membership, Engagement & Fundraising

- Participate in strategic planning related to membership growth, integration and retention
- Provide initial contact with prospective and new members
- Offer information on services, programs, and dues structure

- Assist Membership Committee as requested
- Facilitate fundraising programs and strategies
- Prepare fundraising marketing materials
- Assist Endowment Board with fundraising

Administration & Human Resources Management

- Develop, communicate, and implement office policies and procedures
- Manage office systems and technology
- Oversee technology contractors and service providers
- Communicate and implement personnel practices
- Serve as Human Resources Point of Contact for Temple employees and maintain personnel records
- Consult with the Human Resources Committee on major HR policy questions
- Research, negotiate, and recommend benefit packages for staff
- Recommend service contracts and oversee maintenance equipment purchases
- Negotiate appropriate insurance protection for the building and contents
- Monitor utilities usage and identify areas for improvement

Financial, Data & Risk Management

- Ensure compliance with federal, state, and local legal and regulatory requirements
- Work closely with outside bookkeeping agency to ensure timely processing of invoices
- Work closely with the Temple Treasurer to manage budget
- Assist with collection of dues, pledges, and delinquent accounts
- Make recommendations regarding Temple fees and charges
- Research and monitor procurements to obtain the best value and negotiate contracts
- Assist with annual budget preparation
- Maintain Temple records, including membership data, newsletters, and minutes

Facilities Management

- Collaborate with the Building and Grounds Committee to maintain a safe, functional, and aesthetically pleasing environment.
- Oversee vendor and contractor relationships, ensuring high-quality service for janitorial, waste management, landscaping, snow removal, and other facility-related needs.
- Serve as the primary point of contact for after-hours facility emergencies, ensuring timely and effective resolution.
- Manage the implementation of the synagogue's replacement reserve engineering plan, ensuring proper budgeting, funding, and execution of capital projects (e.g., parking lot, roof, HVAC system, elevator, and other infrastructure)

Supervision

- Define and manage departmental structure, including creating and updating role descriptions
- Recruit, select, train, and supervise administrative staff
- Meet regularly with direct reports to set goals, monitor progress, to include providing ongoing feedback and conducting formal performance evaluations
- Arrange for volunteers to assist with operations as needed

Safety & Security

- Prepare and implement emergency procedures and trainings
- Develop and implement business continuity plans
- Maintain and update relevant safety manuals and documents
- Manage First Aid and CPR/AED equipment and preparedness programs
- Implement shelter-in-place plans and procedures
- Apply for emergency preparedness grants

Coordination & Board Support

- Serve as a resource to the Board of Trustees and Board committees to include implementation of programs and volunteer coordination,
- Attend meetings of Board of Trustees, Executive Committee, and other relevant committee

Events Management & Rentals

- Coordinate scheduling of activities for all Temple staff and groups
- Oversee administrative and logistical support for events
- Support Shabbat services, lifecycle events, High Holy Days, and festivals
- Promote utilization of the Temple's available space
- Oversee facility rentals to members and the community
- Maintain and update rental and caterer contracts
- Develop and enforce policies for service providers

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES

- Customer service orientation and judgment in promoting Temple membership
- Supervision and performance management expertise
- Planning and risk management proficiency
- Systems development and implementation capabilities
- Strong negotiation and contract management skills
- Excellent interpersonal skills
- Knowledge of Quickbooks, Shulcloud, and Google Workspace.

REPORTING RELATIONSHIPS

- Reports directly to the President of Temple Emanuel
- Works in partnership with the Senior Rabbi, President, and lay leadership
- Directly supervises Director of the Early Childhood Center, administrative staff, and Facilities Manager
- Manages key vendor relationships

COMPENSATION

- Flexible schedule to accommodate evening meetings, occasional weekends, Shabbat, and special events
- Salary range: \$125,000 - \$150,000 commensurate with experience and qualifications

- Comprehensive benefits package including:
 - Medical insurance
 - Retirement plan
 - Professional membership in NATA
 - Expense account
 - Paid holidays
 - Paid time off

- Preferred Start Date: July 1, 2025

APPLICATION PROCESS

Interested candidates should submit a resume and cover letter via email to:
execdirsearch@templemanuelmd.org

Your cover letter should also describe a situation in which you felt your collaboration with staff, lay leaders, and/or congregants resulted in a positive exchange of information and strengthened the community.

Application deadline: April 5, 2025. Applications will be reviewed on a rolling basis.

Temple Emanuel is an equal opportunity employer and encourages candidates of all backgrounds to apply.