

# Congregation Bet Haverim (CBH)

## Executive Director

### Duty Statement

## About Us

Congregation Bet Haverim is located in Davis, California, close to San Francisco, Sacramento, the wine country, and the Sierras. A beautiful, friendly, and socially, progressive university town, Davis prides itself on its many parks, greenbelts and bike paths, its high-ranking public schools, and its robust relationship with UC Davis.

Founded over 50 years ago, CBH is the sole synagogue in Yolo County and a center of the local Jewish community. We offer a year-round preschool that is open to the greater surrounding community, have a thriving Education and Youth program, and provide many worship, educational, and social opportunities for our 300+ member households.

## Reporting Relationships

The Executive Director reports and is accountable to the CBH Board of Directors. The Executive Director takes direction from the Board Co-Presidents, working collaboratively with other Board officers, committees and partners/members as needed.

Our two Rabbis have a parallel reporting relationship to the Board. The Executive Director is expected to develop and maintain a strong collaborative relationship with the Rabbis and the Director of Education and Youth.

## Qualifications

### Requirements

- Track record of effective organizational leadership, preferably in the non-profit sector, including working with a volunteer Board.
- Strong financial management skills, including budgeting, analysis, and reporting.
- Strong employee supervision, mentoring and management skills.
- Experience in collaborating with organizational leaders to craft and implement a compelling strategic plan.
- Demonstrated ability to move projects from conception to completion.
- Experience organizing and building relationships across diverse constituencies.

- Strong written and oral communications skills.
- Proficiency in using essential business software including Microsoft Word and Excel, and internet and email applications.
- Ability to engage with partners with a welcoming, warm presence that builds positive relationships.
- Demonstrates equanimity, especially in difficult situations.
- Effective problem solver.
- Ability to multitask and to easily pivot between multiple competing priorities.

## Desired Skills and Abilities

- Experience working with a membership-based nonprofit organization.
- Ability to manage facilities and grounds, including maintenance, security, and capital improvement planning and budgeting.
- Experience overseeing licensed programs, such as preschools.
- Understanding of basic Human Resources and religious nonprofit organization laws and regulations.
- Fund Development experience, including grant writing and administration.
- Familiarity with Jewish ritual practice, customs, life cycle events and holidays.
- Experience in using QuickBooks or similar program.
- Experience in developing and managing an effective member communication program.

## Duties

### Executive

- Visionary leader who works collaboratively with the Board of Directors and senior leadership, including Rabbis and Director of Education and Youth, to refine and achieve the mission and vision of CBH.
- Actively and collaboratively participating as a member of the leadership team.
- Preparing written reports for the Board of Directors and attending monthly Board of Directors, Finance Committee and Executive Committee meetings.
- Developing and executing synagogue security policy in collaboration with the Security Committee and Board of Directors.
- Executing Board directed programs, policies and procedures.
- Staying current with matters relating to Board committees, task forces and affinity groups.
- Engaging and supporting volunteers at CBH.

The Executive Director is accountable for outcomes in Finance, Human Resources, Facilities and Grounds, Administrative, and Development and Fundraising.

## Finance

- Overseeing all fiscal operations including compliance with fiscal controls and best practices.
- Developing and monitoring annual budgets and monthly financial reports in partnership with Bookkeeper and lay leadership.
- Providing substantive and administrative support to the CBH Treasurer and lay leadership involved in financial matters.
- Overseeing cash flow and asset management in partnership with CBH Treasurer.

## Human Resources

- Hiring, training, supervising, and mentoring all direct reports, including Preschool Director, Administrative Coordinator, and Bookkeeper.
- Working with the Board to ensure that the staffing structure meets the needs of the congregation.
- Developing effective job descriptions and personnel evaluation tools.
- Supporting the Rabbis and the Director of Youth and Education in their personnel matters.
- Ensuring compliance with state and federal human resources laws.
- Managing employee compensation and benefits.
- Managing annual updating of the employee handbook and HR policies.

## Facilities and Grounds

- Ensuring cleanliness and aesthetic appeal of CBH campus.
- Overseeing facility maintenance and improvement projects to ensure that they are completed to plan, including contractor and vendor engagement and oversight.
- Overseeing safety and security procedures, emergency plans, systems, and physical enhancements; manage third-party security services.
- Working in partnership with lay leadership to plan and implement short and long-term facility improvements.
- Managing facility rentals.

## Administrative

- Overseeing all administrative functions required for effective and efficient operations of CBH, including maintaining appropriate insurance coverages.
- Coordinating administrative support for the Board of Directors, Rabbis, Director of Education and Youth, and committees.
- Collaborating with Rabbis in the planning and execution of High Holy Days and other religious special events.
- Developing, implementing and maintaining administrative policies and procedures.
- Ensuring synagogue calendar and website are accurate and up-to-date.

## Development and Fundraising

- Partnering with the Board to ensure adequate resources for mission delivery and operations.
- Supporting fundraising activities and special events by coordinating volunteer and/or staff support.
- Supporting search, identification, and administration of grant opportunities.

*Note: The Executive Director must be available for periodic after-hours synagogue meetings, events and emergencies.*

## Nondiscrimination Statement

Congregation Bet Haverim is an equal opportunity employer, and does not discriminate on the basis of race, creed, color, national or ethnic origin, gender, gender identity or expression, sexual orientation, age, pregnancy, disability, marital status, military status, religion, or any other protected classification.