



TEMPLE BETH-EL  
FOUNDATION

## Job Description for Executive Director of the Temple Beth-El Foundation

Temple Beth-El (TBE) is a Conservative synagogue located in Birmingham, Alabama, with approximately 400 members. Sixty years ago, lay leaders founded the Temple Beth-El Foundation (TBEF) in order to perpetuate TBE and Conservative Judaism by sustaining a strong endowment. Today, the TBEF is incorporated separately from TBE, has over \$5.5 million in assets, and is governed by a volunteer Board of Directors.

We are seeking a part-time Executive Director to be employed by the TBEF. While the successful candidate may also maintain employment elsewhere, they will be responsible to fully dedicate themselves to the needs and goals of TBEF for the time they are being compensated.

The Executive Director will be responsible for the day-to-day operations of the TBEF and to help craft and execute our strategic vision. The Executive Director will report directly to the TBEF Board of Directors.

### Job Responsibilities of the TBEF Executive Director:

- 1) To solicit additional assets to be placed within the TBEF by helping to create new named funds, and/or increasing donations to existing funds, and/or increasing testamentary gifts, and assisting in having such pledges be honored by donors.
- 2) Take primary responsibility for stewardship of, and communication with, donors by maintaining their (or their family's) connection to their existing fund.
- 3) Develop lasting relationships with Donors and their families as well as promote the Foundation to the broader community including primary responsibility for the annual Yom Kippur Break-the-Fast meal.
- 4) Coordinate and improve bookkeeping operations, primarily by establishing computerized files for each fund within the TBEF and managing collections and financial reporting by working with others involved in TBEF business (e.g., bookkeeper, TBEF Treasurer, TBEF endowment fund professional managers, TBE office staff).
- 5) Work and communicate proactively and collaboratively with the TBEF Board President and TBEF Board. Attend TBEF Board meetings and deliver an Executive Director's report at each meeting.

- 6) Work collaboratively with the TBE Executive Director, Rabbi, and office staff as needed to assist TBE in identifying appropriate funds available for specific synagogue activities, as well as the TBEF annual allocation to the TBE budget.
- 7) Improve communication efforts by the TBEF including writing or coordinating monthly articles for the TBE Bulletin, thank-you notes to donors, producing the TBEF annual report, seeking opportunities to publicize/honor/thank TBEF donors, and contributing to the TBE website.
- 8) Maintain the minutes, correspondence, and records of the TBEF.
- 9) Make an effort to become a visible member of the TBE community through attendance at TBE functions and activities.
- 10) Identify and implement procedures designed to increase the efficiency of the TBEF Board (e.g., orientation of new members, establishment of committees as needed, best practices regarding board size, composition, and expectations of board members).
- 11) Adhere to TBE holiday and Shabbat work restrictions and policies.

<u>Job Hours:</u>	20 hours a week
<u>Compensation Package:</u>	\$30,000-\$35,000 (commensurate with experience)
<u>Supervision:</u>	TBEF President and TBEF Personnel Committee
<u>Liason to:</u>	TBEF Board, Chair of TBE Fundraising Efforts

Ideal Candidate Qualities:

- 1) Experience in leadership positions, managing fundraising efforts, maintaining relationships with donors, and working with Boards.
- 2) Excellent interpersonal skills such that they can effectively interact with both established and potential donors, the TBE community, and promote the TBEF.
- 3) Proficiency with relevant computer programs (e.g., Microsoft Office applications) that support TBEF recordkeeping, files, financial reporting, annual reports, and presentations.
- 4) Good writing skills.
- 5) An ability to work independently at times as well as to collaborate proactively and effectively with relevant personnel; a proven ability to multitask.
- 6) Superior problem solving and management skills.
- 7) A commitment to professional ethics and integrity.

Interested parties should send letters of interest/resumes to Seth Wolnek, President, Temple Beth-El Foundation, at [wolnek@gmail.com](mailto:wolnek@gmail.com) or mail to: Seth Wolnek, President, Temple Beth-El Foundation, P. O. Box 550220, Birmingham, AL 3525.