



THE NAASE-USCJ JOINT PLACEMENT COMMISSION

Executive Director Placement Application

Date: **5/30/2023**

Name of Congregation: **Temple Beth Torah Sha'aray Tzedek** Address: **5700 NW 94th Ave, Tamarac, FL 33321**

Phone: **9547217660**

E-mail:

President: **Alan Dubrow**

Phone: **9547291041**

E-mail:

alandtbtst@gmail.com

Name of the Personnel Committee Chair: **Same**

Phone:

E-mail:

The previous Executive Director: **Steve Brownstein**

Served the congregation from:

1/2021 to present

Reason(s) for the existing vacancy: **Exec has new position**

Has he/she been informed that your synagogue is seeking a replacement? **Yes**

If not, when do you intend to notify him/her?

When does incumbent's contract expire? **n/a**

If he/she has been informed, is the termination of the incumbent's contract agreeable to both parties?

Person to receive candidate referrals is: Name: **Alan Dubrow**

E-mail address: **alandtbtst@gmail.com** Daytime phone: **9547291041**

INFORMATION ABOUT THE CONGREGATION

Number of Members **250**

Annual Operating Budget **\$1.2 million**

United Synagogue District/Region **SE/Seaboard**

Number of Professional Staff Members

Rabbi(s) **2 (Husband & Wife)**

Cantor(s) **1** Education Director **1**

Youth Director **PT** Ritual Director

Program Director

Others (List Please) ECC Director

Size of the Office Staff (Please list by categories) **Bookkeeper 1; Admin. Ass't- 1 FT; 1 15 hours a week**

Size of the Maintenance Staff (Please list by categories) **2 FT; 1 PT**

INFORMATION ABOUT THE POSITION

Describe the duties of the Executive Director (If you wish, attach a job description –Word .doc or .rtf) **attached**

List special qualifications required of the Executive Director (This too, can be included in a separate attachment file.)

Annual salary range for the Executive Director \$ **55k – 60K**

NOTE: A number of congregations have asked us, “Why do you request a salary range for the placement listing?” The reason is that while professional compensation is certainly a negotiated matter between the congregation and the candidate, by providing a salary range the potential candidates have an opportunity to judge the viability of the position before both parties spend time and effort only to find that it might not be economically possible for the candidate to accept an offer. Also, the congregation runs the risk that viable candidates do not apply, because of the missing information that might motivate their interest. So, our experience tells us that supplying sufficient compensation information, even if only a salary range, proves to be helpful to the congregation as well, in knowing that candidates who apply are expressing an informed interest.

In addition to the salary shown above, the congregation provides the following benefits:

- | | |
|---|---|
| <input type="checkbox"/> Health Insurance | <input type="checkbox"/> Life Insurance |
| <input type="checkbox"/> Unemployment Insurance | <input type="checkbox"/> Professional Development Allowance |
| <input type="checkbox"/> Disability Benefits | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Pension Plan | |

Describe: Vacation/Sick Days; leave early for

Shabbat

When will employment commence? **ASAP**

What else does an applicant need to know about your congregation, the position or your city?

Temple Beth Torah Sha'aray Tzedek is located in South Florida (Broward County).

CERTIFICATION

All correspondence will be by e-mail. Please note that the congregation will be responsible for the travel expenses of any candidate asked to meet on-site with the congregation's Search Committee. Further, the Joint Placement Commission serves as a clearing house to disseminate information supplied by the congregation to potential candidates, and does not endorse or rate any candidate. It is totally the responsibility of the congregation to perform

and complete its due diligence in researching and validating the background, experience and any claims made by candidates under consideration by the congregation.



Signature of synagogue officer making this submittal



Date

Please save this completed document file as "Congregation Name City.doc"
and then e-mail it to Placement@NAASE.org.

TBTST POSITION DESCRIPTION

Synagogue Administrator

The Synagogue Administrator job is to manage and oversee financial, building, administrative and security operations of the Temple in an effective and efficient manner consistent with the values of TBTST and Conservative Judaism. He or she reports to the President and works closely with relevant committees of the Board. The President serves as his or her day-to-day supervisor. As a member of the senior staff, the Synagogue Administrator participates in all aspects of Temple life and policy making.

The Synagogue Administrator is expected to delegate some of the tasks outlined below and to provide appropriate supervision. His or her responsibilities include:

(1) Financial

- a) oversees day to day financial operations.
- b) assisting the Budget Committee with the development and implementation of the annual budget
- c) monitoring expenditures and revenues, providing timely information regarding budgeted versus actual expenditures and revenues to the Finance Committee, and, when necessary, recommending corrective action to that committee
- d) monitoring all capital expenditures and assuring that they are made in accordance with Temple policies and budgets.
- e) assuring that financial staff maintains up-to-date and accurate books and records, pays bills in an orderly and timely fashion, implements adequate internal controls, pays all taxes and invests funds in accordance with Temple policies.
- f) supporting financial committees

(2) Human Resources

- a) hiring, supervising, evaluating, and terminating (with prior approval of the President) all Temple employees, other than Clergy and those employees reporting to the Directors of the Nursery School and Religious School.
- b) maintaining personnel policies, assuring that actions taken by the Temple are in accordance with such policies and consistent with Jewish values.
- c) monitoring, and making recommendations for changes to employee benefit plans to ensure they are equitable, competitive and managed in a cost-effective manner.
- d) ensuring that required filings to regulatory bodies are made on a timely basis.

(3) Facility

- a) assuring that the building, grounds, and information technology-telecommunications infrastructure are maintained appropriately.
- b) supervising the building maintenance supervisor and staff and assuring that the building is properly set up for scheduled activities.
- c) purchasing equipment and managing relations with vendors with prior approval from the President
- d) overseeing rental of Temple facilities
- e) making recommendations about capital expenditure priorities to relevant committees and the Board.

- (4) Administration
 - a) managing the front office to ensure its efficient, friendly, and effective operation and fostering communication among administrative employees.
 - b) developing and encouraging, in cooperation with others on the Senior Staff, Temple volunteers to maximize their effectiveness and respects their desire to participate in Temple Life.
 - c) assuring timely, meaningful communication of Temple activities and issues to members and the broader community through mailings, the newsletter, email, the web site, the Temple directory, and the media in cooperation with the relevant committees.
 - d) providing logistical support to the Religious School and Nursery School
 - e) maintaining an accurate calendar of Temple services, programs, and use of its facilities.
 - f) serving as the primary contact with United Synagogue on USCJ dues
 - g) overseeing membership recruitment and retention and maintaining the membership database
 - h) serving as the point of contact for administrative, financial and calendar planning with Sisterhood, Men's Club.
 - i) supporting relevant committees.
 - j) Review all contracts annually and make recommendations for changes.
- (5) Ritual
 - a) assuring that the Temple facility is appropriately set up for all religious services.
 - b) supporting clergy as needed in their responsibilities.
 - c) assuring that service booklets are prepared in an accurate and timely manner.
 - d) planning and directing the logistics of High Holiday and other services in consultation with clergy and the Ritual Committee
 - e) coordinating Bar and Bat Mitzvah dates and logistics
 - f) serving as primary non-clergy contact for members planning life-cycle events and assuring their smooth execution
 - g) coordinating dinners and special events.
 - h) supporting, working with the clergy, the Ritual Committee
- (6) Risk Management
 - a) assuring, and making recommendations for improving, the security of the Temple building and grounds in consultation with the Security Committee.
 - b) ensuring that appropriate liability insurance (including directors and officers) and hazard insurance are maintained.
 - c) supporting the Security Committee.
- (7) Other duties and responsibilities that may be assigned by the President.