



Executive Director Temple Israel Memphis, Tennessee

Temple Israel is one of the largest synagogues of Reform Judaism in the South. Set on 30 beautifully wooded acres in the heart of East Memphis, the synagogue serves as the spiritual and educational hub of Reform Judaism in a four-state area. Since it was founded in 1854 by a small group of German immigrants as the first permanent Jewish house of worship in Tennessee, Temple Israel has grown into a vibrant and modern Reform Jewish synagogue that now serves 1,600 member families as a place to gather, to worship, to learn and to deepen Jewish identity and commitment.

Temple Israel seeks an experienced individual to serve as administrative leader to oversee and direct the non-clergy business and financial activities of the congregation and to assume responsibility for the overall management and day-to-day operations of the synagogue. He or she reports to the Board of Trustees and is responsible for implementing and carrying out the policies and programs, as well as the mission and vision set by the Board. This individual works closely with the Clergy, particularly the Senior Rabbi, to ensure they are provided with appropriate support and quality service in the areas of human resources, accounting, worship, and administrative functions.

Key responsibilities include:

- Implementation of the policies and programs approved by the Board of Directors;
- Oversight of all financial systems, including development and oversight of budget;
- Direction of all non-clergy staff members to ensure an effective human resource utilization;
- Management of all facilities, equipment and asset management including the synagogue and cemetery;
- Organization and readiness for all religious services and holiday observance at all venues;
- Provision of key assistance to promote and encourage membership retention and engagement and ensure the development and implementation of revenue building strategies and programs.

Qualifications include:

- Ten years of management or supervisory experience in business, educational setting or not-for-profit organization
- Strong accounting/financial expertise
- Experience in management of staff
- College degree required; graduate degree preferred

Salary is competitive and based on applicants' experience and expertise.

For more information, please contact Paula Jacobson, Chair, Search Committee at TempleCareer@gmail.com. Resumes, which must be received by January 31, 2012, should be sent to TempleCareer@gmail.com or to Temple Israel, c/o Search Committee, 1376 East Massey Road, Memphis, TN 38120.

*Temple Israel is the Mid-South's Reform Jewish home for
Torah, spiritual fulfillment, community, and tikkun olam.*