



# Y I S E

YOUNG ISRAEL  
SHOMRAI EMUNAH  
of  
Greater Washington

## Executive Director Position Specification

### MISSION

Young Israel Shomrai Emunah of Greater Washington (YISE) is an Orthodox congregation that strives to meet the spiritual, educational, and social needs of its members.

### VISION

YISE fulfills its mission by:

- Inspiring Jewish faith through engaging *tefilah* and illuminating Torah study.
- Youth programming that facilitates social and religious development of children and teens.
- Serving as a hub for community *chesed* and social programming that serves the differentiated needs of respective members and a diverse range of household structures including young adults, seniors, singles and married, and families.
- Cultivating love and support for Israel.

Rabbinic and Lay staff of YISE promote the Mission and Vision of the congregation through the following operating principles:

- *Torah Values*: Our core values and principles are based on *halacha* and *hashkafa* as interpreted inspired and taught by our Rabbi and Assistant Rabbi, directed in tandem with the strategic leadership of the President and Board of Directors and implemented by Shul Officers and Committees, Staff, Volunteers and Lay Members in their areas of expertise and commitment.
- *Respect*: We respect each other. We value the uniqueness and dignity of every individual, and appreciate their contributions to help make our Shul run smoothly and be a welcoming place for everyone who attends.
- *Accountability*: We share a sense of responsibility for doing things right, being good stewards of our member-driven *kehilah*, working together and being accountable for our actions.
- *Integrity*: We conduct business ethically with a commitment to moral integrity and we expect our managers and employees to conduct themselves *l'shem shamaim*. We communicate openly, honestly, and directly, while being extraordinarily careful to avoid denigration or embarrassment of our leadership or members of the *kehila*.
- *Innovation*: We are willing to embrace new ideas, take measured risks, and find better ways to improve our performance and offer better services and experiences to our members.
- *Care*: We show compassion and *gemilas chesed* for all our congregants, and continue to live our Torah mission each day.

### Position Summary

The Executive Director is responsible for leading and integrating the human resources, risk management, finance and accounting, facilities, and information technology functions and operations of YISE in order to continuously enhance service delivery, quality, outcomes, and financial performance. The Executive Director is a key member of the executive leadership team and reports to the President of the Congregation and/or his designated advisory committee. The Executive Director will partner with senior leadership of YISE to ensure that they establish and meet appropriate

operating budgets and grow services to meet congregational needs, as defined by the Rabbinate, Officers, and Board of Directors of YISE.

The Executive Director will be a proven leader who shares our Congregational core values and has a demonstrated ability to:

- Build relationships inside YISE and strategic business partners, mutually aligned Jewish organizations, and community leaders outside of YISE
- Develop the members on the team and enhance organizational culture
- Design and implement strategic plans and budgets under the aegis and direction of the President and Board of Directors
- Improve, automate, and integrate the business and programmatic operational processes of the Shul and the Preschool to obtain maximum efficiency and effectiveness.
- Enhance the work quality and job performance of all staff including, accuracy and timeliness of service delivery, exceptional member/customer service, and develop outcome measurement and performance criteria
- Communicate succinctly and effectively emphasizing points of essence
- Manage multiple priorities ensuring that goals are achieved and crisis situations are handled deftly, thoughtfully, and thoroughly

The Executive Director will report to the Shul President and will provide executive leadership and vision that furthers the mission through the effective management of the organization's financial and human assets and business activities.

Specific responsibilities include, but are not be limited to:

- Collaborate with the leadership team to develop and implement plans for the operational infrastructure of systems, process, and staff to enhance quality and performance, lower costs, and grow the organization
- Create an environment that incorporates YISE's Core Values and supports learning and growth to maintain high professional standards and effectively manage work allocation, training, continuous process improvement, problem resolution, performance evaluation, and the building of effective team dynamics
- Oversee all financial systems and processes:
  - Ensure flawless management of financial operations
  - Deliver sound internal reporting that supports effective decision-making
  - Enhance relationships with financial partners such as lenders and investment managers
  - Train management throughout the organization on financial management and analysis skills to enhance their performance
  - Enhance analysis of potential investments so they are effectively prioritized, and, if implemented, their performance is evaluated
  - Stay abreast of emerging areas of/changes to financial management and systems so YISE remains compliant with all rules and regulations and efficient
- Oversee all human resources systems and processes:
  - Ensure all HR operations including but not limited to legal issues (EEO, FMLA, etc.), systems, and employee relations are managed flawlessly
  - Develop and implement HR policies and procedures to develop a high-performing staff for the benefit of our program participants and to protect the organization
  - Analyze and continuously improve all aspects of HR (including, but not limited to, recruiting, onboarding, training, retention and satisfaction analysis)
  - Design and implement effective compensation and benefits programs
  - Stay abreast of emerging areas of / changes to HR so YISE remains compliant with all rules and regulations and continuously enhances its best place to work initiatives
- Oversee risk management and quality assurance:
  - Enhance risk management policies and procedures and ensure they are executed flawlessly
  - Establish a culture of risk management throughout the organization
  - Improve outcomes measurement and incident tracking / reporting and ensure results are leveraged to improve programs
  - Research and document trends in risk management and quality assurance to ensure that our programs remain cutting-edge

- Oversee IT to ensure that YISE systems operate with an appropriate balance of speed, simplicity, security, uptime, and cost:
  - Ensure systems operate flawlessly and are properly backed-up
  - Evaluate potential investments in new systems to increase effectiveness/decrease costs
  - Evaluate existing software applications working with Shul resources to recommend and implement upgrades in technology
- Oversee facilities management, ensuring facilities are properly maintained, safe, and clean
  - Make certain that all Federal, State and County regulations are adhered to and full compliance with all security protocols, insurance requirements and safety standards to ensure the protection of all members, clergy, children, teachers, contractors, and visitors

### **Critical Competencies for Success**

*Team Builder:* Demonstrated ability to leverage the strengths of a team to achieve results.

*Visionary Operational Leader:* An executive who can lead and control a complex, multi-site organization. Ability to set goals for transition and capability improvement then leading in a hands-on manner to drive the change. Someone who sets high standards for success and is willing to take calculated risks to achieve impressive goals. The Executive Director will be able to translate strategic goals into actionable plans, then establish timelines and accountability to achieve those plans.

*Exceptional Communicator:* Able to establish relationships with members of the Congregation, the Rabbi, the Officers and Board Committee Chairs, and team members at all levels of the organization.

*Ability to Succeed in a Not-for-Profit Environment:* Demonstrated experience working successfully within a highly collaborative and collegial organization. Comfort rolling up one's sleeves up and engaging in day-to-day operations. Passion for and commitment to YISE's mission. Demonstrated ability to be flexible and adaptable when facing tough situations or new opportunities and to combine seeming opposites such as compassionately tough, standing up for self without trampling others.

### **Qualifications and Skills:**

- Bachelor's degree or equivalent work experience required
- Five or more years of senior leadership experience with demonstrated results in driving the execution of ambitious strategies
- Track record of building, supporting and facilitating teams, including demonstrated success as an effective coach and mentor to staff
- Deep analytic and problem-solving aptitude, balanced with humanity and the humility to know that he/she does not have all the answers
- Demonstrated ability to manage multiple aspects of a nonprofit business
- Excellent written and oral communication skills; ability to digest and distill complex subjects into clear messages in a professional manner