



THE CHEVRA®

CONGRÉGATION CHEVRA KADISHA B'NAI JACOB BEIT HAZIKARON BETH HILLEL

Prestigious Montreal Synagogue has an opening for the full-time position of Executive Director.

The successful candidate will be results driven team player with a passion for customer service. The position requires excellent management skills, strong people skills and the ability to build relationships in the community.

Position Summary

The Executive Director, is the chief operating officer of the Synagogue and has the power to transact every day business within established policy guidelines. The Executive Director is responsible for the overall management of the Synagogue and is one of the primary contacts with the community. The Executive Director develops and implements programs and strategies, approved by the Executive Committee, to meet quantifiable goals. The Executive Director reports to the Executive Committee and works closely with the Executive, various committees, staff and contractors to ensure that the mission and vision are clearly defined and followed, that the organization remains fiscally sound and that it maintains the highest ethical standards.

The Executive Director should exhibit exemplary characteristics in the following areas:

- Strong leadership and the ability to motivate
- Outstanding customer service skills
- Excellent communication skills with an aptitude for conflict resolution
- Planning, organizational and follow-through skills
- Creativity in problem solving and project planning

Range of Duties

Administration

- Manage all administrative aspects of Synagogue including establishing systems, staffing requirements, budgets, report generation, setting meeting agendas, preparing summaries as required
- Oversee maintenance of building and equipment
- Oversee preparation of monthly financial statements, financial summaries and year end working paper files
- Facilitate decision making in conjunction with the Executive Committee
- Establish new business relationships and enhance existing relationships
- Develop and oversee all contracts
- Oversee hall rental and catering business
- Oversee all member events
- Oversee all Synagogue publications

Membership Development and Program Development

- Membership outreach
- Develop and support member-led committees
- Plan Executive meetings and annual meeting

Public Relations

- Act as a representative of the Synagogue to local government and organizations on issues as directed by the Executive
- Maintain positive and cooperative relationships with community leaders



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Required Knowledge, Skills and Abilities

The successful applicant will be able to demonstrate the following:

- 5+ years management experience
- University degree
- Ability to communicate in English and French
- Familiarity with financial statement and budgets
- Experience supervising, leading, and developing personnel
- Ability communicating with tact, diplomacy and discretion when handling sensitive and/or confidential matters
- Proficiency in Microsoft Excel, Word, Outlook, PowerPoint and accounting packages
- Advanced communication, interpersonal, negotiation and problem solving skills
- Ability implementing and communicating policies and procedures
- Ability setting priorities and deadlines ensuring goals and objectives are achieved