



# Temple Emanuel of Beverly Hills

## Executive Director

Beverly Hills, CA



## About Temple Emanuel of Beverly Hills

Founded in 1938, Temple Emanuel of Beverly Hills (TEBH) believes in the power of connection, a devotion to community, and a renewed commitment to our Jewish identity. It is from this place – grounded in Jewish values – that we create meaning and make change. As a modern Reform congregation and synagogue in Los Angeles, we take our inspiration from learning and Torah in order to discover what is relevant and enriching to our lives. B’nai mitzvah ceremonies become personally relevant introductions to Jewish life. Weddings celebrate the incredible potential that new families bring to our community. Tikkun Olam efforts change individual lives, shift social mores, and strengthen communities. At TEBH, Shabbat is a sacred shared space where you can nourish your mind and soul. Everyone is welcome to pray, celebrate, learn, and embrace Jewish rituals.

TEBH is home to a full life cycle of learning opportunities. The nationally-recognized and award-winning Early Childhood Center (2.2 – Pre-K) has capacity for 62 children and focuses on values of kindness, friendship, helping others, and taking care of the world. The TEBH approach to Jewish education immerses students in an environment with authentically represents a twenty-first century Jewish experience. With K-12th grade educational offerings, TEBH is generating the Jewish future tomorrow, today. Adult education and lifelong learning features explorative contemplative practices, culture heritage, Jewish texts, and spiritual wisdom.

Temple Emanuel of Beverly Hills serves around 600 families, with 89 of those being new/renewed after a lapsed period of time. TEBH has 17 full time employees and 9 part time employees, and an annual operating budget of approximately \$4M, and an annual fundraising revenue of \$700,000.

For more information about Temple Emanuel of Beverly Hills, go to <https://tebh.org/>.

## Position

The Executive Director will report to the Board of Directors and work collaboratively with TEBH staff, clergy and the Board President in leading the transformation of TEBH from its current stage to a more innovative, entrepreneurial, and developed organization capable of delivering on its long-term vision. Specifically, s/he will ensure that TEBH’s fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.

The Executive Director will focus on the core functions of the organization to enable it to achieve its long-term vision. Areas of focus will include staff management, budget

management, community engagement, strategy and implementation, board management, innovation, and program delivery.

## Responsibilities

### Strategic Vision and Collaboration

- Collaborate with staff, clergy, and the Board President to refine and implement the congregational vision while ensuring that the budget, staff, and priorities are aligned with TEBH's core mission.
- Create models to increase revenue (development, rentals, ECC, membership etc.) for future sustainability.
- Ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable TEBH to achieve its long- and short-term goals and objectives.
- Cultivate a strong and transparent working partnership with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Create and sustain a lay leadership pipeline; partner with Board President to identify, train, maintain lay leaders, committee members and Board members.

### Strengthening Infrastructure and Operations

- Ensure the delivery of high-quality services and programs while managing for current and future growth.
- Supervise, support, and motivate the organizational staff.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs.
- Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff.
- Oversee and implement a strategic marketing campaign for TEBH programming and community engagement, including social media and engagement

### Development and Membership

- Partner with the Director of Membership Engagement and Resource Development to ensure that the flow of funds permits TEBH to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential.

## Facility Management

- Assessment of program delivery and effectiveness of resource usage through new and existing offices and partnerships.
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized procedures, services, and program office marketing.

## Qualifications

- Proven leadership in creating and transmitting a clear vision with stakeholders and staff
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem-solving skills, which support and enable sound decision making
- Excellent management skills that encourage creativity, collaboration, growth and problem solving
- Excellent community building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson and relationship builder
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team
- Experience supervising or developing a marketing and branding plan to support an organization's growth
- Demonstrated initiative and commitment to achieving and exceeding results with strong analytical skills
- Prior nonprofit experience ideal; management of a global or multisite organization preferred; successful track-record of managing an organization of similar size

This position description is based upon material provided by Temple Emanuel Beverly Hills, an equal opportunity employer.

---

Sarah Raful Whinston, Principal  
swhinston@drgsearch.com

Nina Cogan, Talent Consultant  
ncogan@drgsearch.com