



Synagogue Business Operations Manager (SBOM)

The Emanuel Synagogue, a mid-sized thriving, inclusive, multi-generational, hundred-year young Conservative synagogue in West Hartford, CT seeks a Synagogue Business Operations Manager (SBOM).

The SBOM will administer the synagogue's operations at the direction of the President of the Board of Trustees and in partnership with the clergy (Rabbi, Cantor and Ritual Director) and the Education Director. Responsibilities include:

- Oversee all day-to-day business operations of the synagogue, including financial management, policy development and administration and contract negotiations with non-synagogue onsite partners and vendors.
- Oversee the critical operations of the facility, including daily operations, technology, communications systems, risk management and office administration. Serve as a Key contact for clergy, bookkeeper, Education Director and volunteers Committee chairs;
- Fiscal management, working closely with the Treasurer, Assistant Treasurer and the Finance Committee Chair and Synagogue bookkeeper;
- Human Resource Management of all secular staff including hiring, training and development, benefit program administration and employee policy development.
- Work with the Cemetery Committee Chair and support the activities of the Synagogue's Cemetery conducted through the synagogue office.

Areas of responsibility:

Administration:

The Operations Manager promotes and carries out the established policies and procedures as well as assists the Board of Trustees in strategy, process improvement, and implementation of programs through the ongoing development of operating policies and the execution of procedures consistent with the Synagogue's overall goals and objectives.

- Oversee all administrative business functions including cash management, dues collection, updating member data base, accounts receivable (AR) accounts payable (AP) and payroll; regularly reviews all administrative policies and procedures and presents needed proposals for change per Board approval.
- Develop guidelines for general office procedures to be followed by all staff and volunteers; regularly review and update as needed to ensure optimal operations and synagogue alignment with standard business best practices.

- Facilitate all synagogue business affairs; maintain all contracts, records, files and other such documents in alignment with standard best practices.
- Serve as Key Staff person to Board of Trustees and its committees.
 - Attend and participate in all relevant meetings such as BOT, Exec Committee and others as needed; initiate and lead meetings when appropriate.
 - Meet with the President regularly.
- Create and executes against current strategic plan approved by the board; assist in its ongoing review and update.

Operations:

Supervise the day-to-day operation of the Emanuel Synagogue, including facilities, operations, program support technology, communication systems, and office administration. **Serve as Key link between clergy, Senior Staff and volunteers for all Synagogue operations.**

- Oversee the successful management of all facility use for all Synagogue programs including: religious services, educational programs, special events, storage, external grounds, maintenance, major repairs, and capital projects.
- Serve as key contact for all on-going non-synagogue onsite partnerships (i.e.: Lollipop, Bridge, etc.) Ensure all lease and other contractual covenants are adhered to, address and resolve any issues
- Oversee successful operations of internet, computer, phone and all synagogue software. Identify opportunities for improved solutions, negotiate agreements with providers and assist staff to troubleshoot system challenges.
- Coordinate with the Cemetery committee to support the activities of the Cemetery conducted through the Synagogue office.
- Plan and implement a Risk Management program to provide and maintain required and appropriate insurance coverage for physical assets, employees, congregants, and visitors.
- Educate all staff and volunteers on the optimum alignment of all program operations, ensure compliance with state and federal guidelines, as well as insurance coverage recommendations.

Fiscal Management:

Lead staff person overseeing all financial activities of the synagogue, including billing, collections, disbursements, budget planning and systems management.

- Key role in preparing long-range financial forecasts in coordination with the Treasurer and Finance Chair. Utilize financial software and established accounting policies to properly monitor finances
- Supervise the ongoing reconciliation between membership database and financial records. Coordinate with audit committee to ensure appropriate financial controls are in place and executed to produce consistent results.
- Work closely with the Treasurer and Finance Committee Chair to develop the annual budget and other financial plans, as well as analyze and review financial reports to ensure accuracy and alignment with the annual plan.
- Meet regularly with the Treasurer and Finance Chair to ensure consistency in the checks and balances of the system to safeguard temple assets.

Personnel Management:

Hire, supervise, train and evaluate all administrative staff, including professional, support and custodial employees and other staff support.

- Facilitate regular team and individual meetings with staff reports, to motivate, provide leadership, career counseling and guidance. Offer information and updates, prioritize tasks, and promote teamwork, by fostering a warm, professional and productive workplace.
- Assign office and maintenance staff resources to support synagogue programs as needed.
- Collaborate with staff to creatively solve any problems and challenges involving synagogue events & operations related to all program areas including religious school, and teen programs.
- Conduct performance evaluations of direct reports. Make recommendations for compensation adjustments as appropriate, in conjunction with BOT and Finance Committee.
- Maintain personnel records for all direct reports, track requests for Paid Time Off (PTO).
- Develop and ensure compliance with personnel policies for BOT approval to be incorporated into an Employee Handbook with the goal to remain compliant with applicable state & federal regulations, as well as synagogue best practices. Recommend personnel policy updates as needed to BOT and Finance Committee.
- Maintain confidential employee records for all Emanuel Synagogue employees.
- Administer employee health benefit programs. Recommend benefit plan enhancements or changes to the appropriate committee.

Candidate must have a proven track record of success, leading a fast-paced, diverse organization, with excellent time management and communication skills. Must have a thorough knowledge of IT infrastructure. Knowledge of Jewish communal practice and ritual is desired.

Salary and benefits are competitive and commensurate with experience and/or education.

Interested applicants should submit a resume, cover letter and salary requirements by email with to the address below. Please be sure to include: *Submission for Synagogue Business Operations Manager* in subject line.

Communications@emanuelsynagogue.org