This guide is designed to help the search committee find out what members of the polled group (committees, board, focus groups, etc.) consider important as they look for an Executive Director for their kehillah. We suggest polling a number of different groups, rather than just the search committee.

Respondents are asked two questions that will provide the committee with important information. Those questions are:

Rank what you consider to be

- the **importance** of this skill for **any** Executive Director on a scale of A-L
- the **priority** of that skill for your congregation from 1-12

The first question will help the committee to see which **overall skills** their respondents consider important for any Executive Director.

The second question helps the committee to see what this group considers important for its own congregation just then. *For instance, a synagogue that has just completed a successful capital and endowment campaign might likely find building management skills more important than ease in fundraising.*

This guide can be made available as an online survey for your kehillah.

For help with this or to use it on-line, please contact your district office or Rabbi Paul Drazen [Drazen@uscj.org].

Our thanks to Harry Hauser, Executive Director of the North American Association of Synagogue Executives (NAASE), for his help with this guide.
The Role of the Executive Director
A Search Committee Guide

An executive director’s role is a composite of many tasks and responsibilities. No one person can fill all the roles that could be expected of an executive director (ED) today. This questionnaire asks you to indicate first, how important each role is in an ED’s skill set for any executive, and second, to prioritize them in order of importance to your congregation.

Please rank what you consider to be
• the importance of this skill for any ED on a scale of A-L [A=most important; L=least important]
• the priority of that skill for your congregation from 1-12 [1=most important; 12=least important]

<table>
<thead>
<tr>
<th>Importance</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importance of this skill for ANY executive director</td>
<td>Rank of importance in OUR congregation</td>
</tr>
</tbody>
</table>

ED as operations manager ......................... Importance _____ [A-L] .......... Priority ____ [1-12]
This ED sets operations throughout the kehillah, from calendar to kiddush, as a main task.

ED as building manager ............................. Importance _____ [A-L] .......... Priority ____ [1-12]
This ED sees role as building manager, including operations, scheduling and security to be core duties.

ED as financial manager ............................ Importance _____ [A-L] .......... Priority ____ [1-12]
This ED is fully involved in all aspects of the congregation’s finance, from computer reports to purchasing and investments.

ED as active in development ..................... Importance _____ [A-L] .......... Priority ____ [1-12]
This ED works to establish fiscal and volunteer development policies to assure the long term operational health of the kehillah.

ED as team leader ....................................... Importance _____ [A-L] .......... Priority ____ [1-12]
This ED sees the role of leading the office, building and support staffs as the main task.

ED as governance leader ........................... Importance _____ [A-L] .......... Priority ____ [1-12]
This ED helps create an operational structure for the kehillah and works collaboratively with other staff and lay leaders.

ED as board resource ................................. Importance _____ [A-L] .......... Priority ____ [1-12]
This ED makes sure the board has information and staffs committees which fall in operational areas and offers guidance on matters under deliberation.

ED as congregational motivator ................ Importance _____ [A-L] .......... Priority ____ [1-12]
This ED serves as cheer leader for the kehillah and its programming.

ED as a face of the kehillah....................... Importance _____ [A-L] .......... Priority ____ [1-12]
This ED regards positive interactions with members as a basic of the work.

ED as team player and role model............. Importance _____ [A-L] .......... Priority ____ [1-12]
This ED understands the Jewish values which support kehillah operations and works with the clergy in planning and to invest all areas with those values.

ED as educator ............................................ Importance _____ [A-L] .......... Priority ____ [1-12]
This ED works with other staff and lay leaders in the creation and execution of Shabbat, holiday and other programs.

ED as support in times of sorrow .............. Importance _____ [A-L] .......... Priority ____ [1-12]
This ED takes an active role in cemetery operations as well as coordination of services needed by those who have had a death in the family.

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