

JOB TITLE: President/Chief Executive Officer

REPORTS TO: Board of Trustees

PRIMARY FUNCTION:

The President shall provide leadership and supervision for all operations of the Missouri Baptist Foundation. This includes setting direction for the mission and strategic plans of the Foundation.

The President is responsible for donor development and overall promotion of the activities of the Foundation. As President, he gives overall leadership and supervision to its program and staff, is corporate spokesperson and represents the Foundation before courts of law, in denominational affairs and in other forums.

The President is to represent the Missouri Baptist Foundation in the highest professional manner, exhibiting the attributes of trust and integrity required in carrying out the mission of the Foundation.

RESPONSIBILITIES:

1. Develop and implement plans that support the development efforts of the Missouri Baptist Foundation and other Baptist entities of the Missouri Baptist Convention, local churches and associations, and individual Missouri Baptists mission and ministry interests.
2. Direct the strategic planning efforts of the Foundation staff and Trustees to recommend specific objectives to be set by the Foundation and give guidance in developing staff goals and action plans and strategies to reach these objectives.
3. Establish goals and objectives for the Foundation's operations and organize the staff and volunteers, utilizing individual abilities, skills and developed expertise, for the accomplishment of these purposes.
4. Encourage and facilitate cooperation among Baptist entities in their development efforts.
5. Provide leadership for estate stewardship strategies in churches and other groups.
6. Provide for personal conferences with individuals relative to their outright and deferred gift plans.
7. Supervise trust services for individuals and families as provided in trust agreements when a portion or all of the estate benefits Baptist causes.
8. Assist the elected chair of the Foundation Board of Trustees in organizing board members into various committees and schedule regular meetings of such committees for conducting business.

9. Administer investment, personnel and other policies as established by the Foundation Board of Trustees.
10. Assist the board chair in planning for and receiving commitments for all committee chairs and special appointments as needed.
11. Meet with the committees of the Foundation's Trustees as an ex-officio member and participate in meetings of executive committee for purposes of discussion, planning, counsel and recommendations.
12. Provide agendas for all board/committees and supporting materials from the staff, subject to executive committee review.
13. Provide for the preparation of an annual report about the work of the Missouri Baptist Foundation and submit the report for publication in the Convention's Book of Reports and Annual and/or other publications, and make a presentation at the annual meeting of the Missouri Baptist Convention and other settings regarding the Foundation's work, programs and accomplishments during the previous year.
14. Serve as personal representative, Chief Executive Officer and corporate representative as allowed by Foundation policy.
15. Work with attorneys, accountants and other professional advisors in working out the gift plans of those who wish to give some measure of support to Baptist causes.
16. Supervise, coordinate efforts and develop a strong staff where there is mutual respect and loyalty and pride in the nature and quality of the work of the Foundation.
17. Provide for training, equipment and continuing education needs of the staff and board.
18. Review and evaluate employee goals, projects, work performance and Foundation programs.
19. Provide employee, volunteer and donor appreciation strategies annually.
20. Provide for management of property and real estate owned or managed by the Foundation.
21. Prepare and present an annual budget for the income and expenditures of the Foundation each fiscal year.
22. Provide for orientation of new staff, trustees, advisors and clients as needed relative to the Foundations work and its relationship with other entities of the Missouri Baptist Convention.

23. Maintain a file of prospective board members and work with the annual process of the nominating committee to bring nominees for board members and officers to be elected as needed.
24. Prepare and present an annual budget for the Foundation including employee compensation and present the budget along with reports on employee performance evaluation to the employee compensation committee each year.
25. Engage in continuing professional education and maintain an active role in community and church affairs.

DESIRED QUALIFICATIONS:

Bachelor's degree and 7-10 years experience in business and/or denominational work.

Strong interpersonal and development/promotion skills and background.

Be an active member of a local, Southern Baptist church affiliated with the Missouri Baptist Convention.