



JOB DESCRIPTION

Job Title: President
Classification: Full-Time Exempt, Staff Member, 52-Week
Supervisor: Board of Trustees
Supervisees: All Administrators, Executive Assistant to the President.
Revision Date: 08.20.21

Position Summary:

Provides executive leadership and, in partnership with the Board of Trustees, is responsible for its strategic direction and success. Leads the organization in achieving its mission, including overseeing its financial stability, community and philanthropic relations, staffing, development, and operations, under the policies, directives, and guidelines established by the Board of Trustees.

Essential Functions:

1. Provides support and leadership to the Board of Trustees as its executive officer, implements its policies, plans, and directives, and reports to the Board on matters affecting the welfare of the organization. Acts as a resource to the Board and its committees on policy development, planning, and financial development and helps Board members understand and appreciate their role and responsibilities. Fulfills obligations of the chief executive and administrative officer, including recommended salary schedules and adjustments for administrative personnel, faculty, and staff; recommends to the Board hiring of faculty; and other duties listed in the by-laws (attached.) Serves as ex-officio of each committee; seeks and builds board involvement with strategic direction.
2. Provides top leadership to the organization's philanthropic efforts, maximizing community partnerships, engaging volunteers, and cultivating and soliciting top donors and community leaders. Interprets the purpose and programs of the organization. Acts as sole official communication channel between faculty, staff, and the Board.
3. Ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommends timelines and resources needed to achieve the strategic goals.
4. Works with the Board and staff to anticipate and address needs. Spearheads the development, communication and implementation of effective strategies and processes.

5. Directs the staff to carry out initiatives, assignments, and programs under the approved strategic plan and annual budget. Ensures a positive workplace culture and an effective staff organization.
6. Provides leadership in the development of spiritual, academic, and financial integrity, while fostering a caring campus climate that nurtures such growth.
7. Directs the development of the strategic plan and assures the accomplishment of organizational goals and objectives.
8. Communicates and collaborates with external partners, including accrediting bodies, governments, other not-for profits, corporations, and other organizations in the community. Interprets the work of the organization to the global community and ensures that its mission, vision, values, and goals are understood.
9. Develops and maintains excellent relationships between the institution and key stakeholders, Greater Jackson/Lexington, KY community, and other state, regional, national, and international organizations.
10. Provides leadership in securing needed resources for current operations, capital improvement, community development, and long-range financial stability. Oversees the long-range development of the organization's resources.
11. Recommends annual budget for Board approval. Ensures prudent fiscal management, reporting, and controls. Oversees financial operations.

Competencies:

Mission Advancement: Incorporates the mission and values into the organization's vision and strategies. Ensures community engagement; promotes the global nature of the organization. Leads a culture of servant leadership, ensuring engagement, inclusion, and ownership. Leads a culture of philanthropy.

Collaboration: Advocates for and institutionalizes inclusion and diversity throughout the organization. Initiates the development of relationships with influential leaders to impact and strengthen the community. Is recognized as an inspirational community leader who navigates complex political and social circles with ease. Communicates to engage and inspire people within and outside the organization. Ensures that a talent management system is in place and executed effectively.

Operational Effectiveness: Possesses penetrating insight and strong strategic and critical thinking skills. Invests resources in well-designed innovation initiatives. Creates a structure to deliver organization-wide results to achieve objectives. Develops and implements stewardship strategies. Determines benchmarks and ensures appropriate leadership to meet objectives.

Personal Growth: Creates a learning organization. Effectively drives change by leveraging resources and creating alignment to expand organizational opportunities. Shares authority and demonstrates honor, courage, and humility. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Qualifications:

The President will be thoroughly committed to the mission of Kentucky Mountain Bible College. All candidates should have proven leadership, coaching, and relationship management experience. Concrete demonstrable experience and other qualifications include:

1. A graduate degree, ideally in higher education administration, business, or related field preferred. Bachelor's degree required.
2. Five or more years broad management experience, preferably in education and/or not-for-profit sector, including strategic planning, board and volunteer development, philanthropic development, and facility management.
3. Insight and skill to effectively lead a voluntary, not-for-profit organization within a complex internal and external environment. A thorough understanding of the operation of a religious, non-profit, educational institution preferred.
4. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
5. Demonstrated experience in community relations, financial development, financial management, and board and volunteer development.
6. Ability to attract, retain, lead, and motivate quality staff and volunteer leadership.
7. Knowledge and understanding of community resources and the ability to engage and partner these resources with the organization to meet strategic objectives.
8. High regard as a peer to other top-level community leaders. Candidates with ministry experience preferred. Must bring commitment to holiness, including an affiliation with Wesleyan-Arminian movement.
9. Commitment to the mission, values, and ethics of the institution. Must show passion, idealism, integrity, and positive attitude, and be mission-driven, and self-directed.
10. Ability as an articulate spokesperson on behalf of the organization. Must show action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
11. Knowledge of and previous experience with diverse populations (language, culture, race, physical ability, etc.). Ability to speak languages in addition to English may be helpful.
12. An understanding of the national and international relationships of the organization is preferred.