

President of InspiraCom – Draft as of February 12, 2021

Job Description:

The President's performance is seen as the same as the performance of the organization as a whole. Reasonable interpretation of Board policy shall be the standard for President compliance. The President shall be responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function and to make informed decisions.

The President is the only connection between the Board of Trustees and the operational organization, its achievements and conduct. This position and person is the overall leader and reports directly to the Board of Trustees. The President is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing and community outreach. This also involves informing staff of board decisions.

While the President is ultimately responsible to the Board, and since it is unreasonable and impossible for any one person to perform all the duties of President, he/she will delegate the many and varied areas of responsibility to the administrative staff and/or other staff as desired or needed. Staff will then be responsible to keep the President up-to-date so that he/she will be knowledgeable and able to keep the Board informed in order to make Godly and wise decisions.

Characteristics:

- 1. Christ-like in relationships.**
- 2. Submitted to the Father; filled and led by the Holy Spirit.**
- 3. Prayer warrior and soul winner.**
- 4. Servant heart and attitude.**
- 5. Godly witness confirmed by peers.**
- 6. Sophisticated and articulate communicator.**
- 7. Bilingual and bicultural.**
- 8. Working knowledge of radio broadcast.**
- 9. Bachelor's Degree and/or equivalent experience.**
- 10. Teachable.**
- 11. Team player.**
- 12. Active fundraising experience.**

Legal Duties

Four sources of legal duties are; state law, federal law, Articles of Incorporation, and By-Laws. The president should be familiar with, and understand all the laws pertaining to each area. This knowledge is essential to carry out the duties of this office.

Responsibilities:

The President assures that the organizational goals are accomplished as defined in the Ends Policies of the Inspiracom Board Governance Document. The President assures that Inspiracom performs within the boundaries and ethics established by the Board of Trustees.

The President is responsible to keep the Board informed of matters that impact the organization as a whole as well as internal reports that disclose required information.

The President focuses on the core functions of the organization to enable it to achieve its long-term vision. Areas of focus include: strategy, finance, fundraising, broadcast delivery, staff appraisals, and proof of compliance to Ends.

The President is responsible to make sure that the other nonprofit administrators and staff are fulfilling their duties.

Specific Duties:

Strategic planning.

Develop short to long term planning by leading or participating in the process. Work with the Board of Trustees in developing and overseeing the implementation of these plans. Set the strategies with staff; not to achieve outputs but to achieve outcomes.

Fund raising.

The President is the organization's chief fundraiser. He/she oversees fund raising operations. He/she is the primary spokesperson for the organization, recruiting donors and attending fundraising functions. Along with the Director of Development, the President shall ensure that short and long term plans are structured and carried out. The President shall drive key results in fundraising and identify, cultivate and solicit prospective donors and key leaders and develop other revenues necessary to support Inspiracom's mission.

Community Impact.

The President is responsible for the overall impact of this organization on the community. At the very least, the President shall establish and build relationships with top leaders in the community.

Operations.

The President shall supervise and collaborate with organizational staff. He/ She shall be responsible for overseeing the hiring and retention of competent and qualified staff and ensure that onboarding, recruitment, retention, management, and compliance are carried out with excellence. This means delegation, decision-making, creating clear staff roles, and supervising collaborative tasks/projects. He/ She shall develop future leadership as well as work with Human Resources to establish employment and administrative policies and procedures for all functions and for the day-to-day operation of the organization.