



Job Description—President

The Omaha Presbyterian Seminary Foundation (OPSF) is seeking dynamic leadership to faithfully guide OPSF in our ongoing Mission to seek, develop and support excellence in Christian leadership through the Presbyterian Church (USA) across our 13 state territory. As our new President, your skills and experience in strategic thinking, your ability to foster and grow our network of relationships within the Presbyterian Church and among individuals and business leaders, and your skills in serving and growing our donor population to expand our ability to exceed our Mission's expectation, offer you as a candidate unlimited and exciting growth and development.

POSITION OBJECTIVE:

1. To provide leadership in strategic planning, organizing and directing Foundation activities in support of the mission.
2. To develop, interpret and implement Foundation plans, policies and programs for Board consideration and adoption.
3. To provide fiscally responsible leadership and develop processes and procedures to grow Foundation assets.
4. To project a favorable image for the organization in the community, and throughout the Presbyterian Church (U.S.A.) through the development and maintenance of appropriate communication channels.
5. To establish procedures and guidelines which provide direction to, and maintain a favorable work environment for, employees.

QUALIFICATIONS:

- Demonstrates curiosity, resilience and adaptive leadership in the face of a changing environment.
- Critical thinking and strong business acumen to develop and implement strategic plans.
- Demonstrates entrepreneurial skills; a self-starter who can work both individually and collegially.
- Ability to network and develop strong relationships with leaders across the denomination, at the seminary level, and within the community at large.
- Ability to motivate others and create enthusiasm for ideas and initiatives

Position Description
 OPSF President
 Rev. 9/06

- Knowledge of general business practices with the managerial skills to manage a staff with integrity, sensitivity and confidentiality
- Fundraising success desired, particularly in the non-profit sector
- Ability to present a confident and professional image. Working in an inclusive, collaborative and courteous manner.
- Excellent verbal and written communication skills, and the skills to utilize a variety of media to communicate our message, particularly with respect to the application of social media.
- Ability to lead meetings with open, honest discussion while maintaining a clear focus on goals and objectives
- Presbyterian Church U.S.A. affiliations preferred.

JOB TITLE: President

REPORTS TO: Board of Directors

SUPERVISES: Foundation's paid staff

MAJOR DUTIES/RESPONSIBILITIES:

1. Develop strategic, operational and financial plans, an annual operating budget and capital asset budget for board review and approval.
2. Administer the Foundation's programs and its day-to-day business affairs.
3. With respect to all corporate assets, practice disciplined fiscal soundness, while seeking to grow those assets.
4. Represent the Foundation in civic and business organizations in a manner that will enhance the public image of the Foundation. Encourage participation by key employees and Board Members in community activities and present a favorable image to all church related entities in the communities within its service area.
5. Develop, for board consideration, Foundation policies and programs.
6. Develop programs that communicate important information to General Assembly and its committees, seminaries, colleges and other related bodies. Serve as a corresponding member of the Committee On Theological Education (COTE).
7. Act as personnel manager for the Foundation, creating and maintaining a talented, efficient and motivated staff, with competitive salary and benefit programs.
8. Perform other duties and responsibilities as assigned by the Board of Directors.

THE FOUNDATION

"The mission of the Omaha Presbyterian Seminary Foundation is to seek, develop and support excellence in Christian leadership through the Presbyterian Church (U.S.A.)"