

President Sample Job Description

(Medium organization)

Position Description

XYZ Nonprofit

President

Organization

Founded in 1980, XYZ Nonprofit's mission is...

Revenues: \$10 million to \$20 million

We do this by...

For more information, please visit www.XYZnonprofit.org

Position

The President, a newly created position, will report into the Founder and work collaboratively with the Board of Directors in leading the transformation of XYZ Nonprofit from its current stage to a more mature organization capable of delivering on its long term vision. Specifically, s/he will ensure that XYZ Nonprofit's fiscal, operations, fundraising, marketing, human resource, technology, and programmatic strategies are effectively implemented across all segments of the organization.

Responsibilities

Strategic vision and leadership

- Collaborate with the Founder and the Board to refine and implement the strategic plan while ensuring that the budget, staff, and priorities are aligned with XYZ Nonprofit's core mission
- Provide inspirational leadership and direction to all executives, and ensure the continued development and management of a professional and efficient organization; establish effective decision-making processes that will enable XYZ Nonprofit to achieve its long- and short-term goals and objectives

Boston

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Boston, MA 02116
P 617 572-2833
F 617 572-2834

New York

112 West 34th St., Suite 1510
New York, NY 10120
P 646 562-8900
F 646 562-8901

San Francisco

465 California St., 11th Floor
San Francisco, CA 94104
P 415 627-1100
F 415 627-4575

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals
- In partnership with the Founder, help build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources

Development

- Ensure that the flow of funds permits XYZ Nonprofit to make continuous progress towards the achievement of its mission and that those funds are allocated properly to reflect present needs and future potential
- Formulate and execute comprehensive marketing, branding and development strategies that will ensure consistency throughout the organization and enhance revenue from major donors, foundations, government agencies, and corporations

Strengthening infrastructure and operations

- Ensure the delivery of high quality services while managing for current and future growth
- Support and motivate the organization's staff
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organization; create and promote a positive, multicultural work environment that supports consistency throughout the organization's strategy, operational methods, and data collection needs
- Oversee the financial status of the organization including developing long and short range financial plans, monitoring the budget and ensuring sound financial controls are in place; set financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff

Program Development

- Rationalize the delivery of programs through new and existing offices and partnerships
- Increase efficiencies and consistency throughout the organization by developing and implementing standardized programs, services, and program office marketing

Qualifications

- Minimum of a BA, ideally with an MBA, MPA or related advanced degree
- At least 15 to 20 years of overall professional experience
- Prior nonprofit experience ideal; management of a global or multisite organization preferred

- Significant board development, fundraising, marketing/branding and fiscal management experience a must
- A financially savvy and politically astute leader with the ability to set clear priorities, delegate, and guide investment in people and systems; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Outstanding presentation and communication skills and the experience and proclivity to be an outgoing spokesperson, relationship builder, and fundraiser
- Strong commitment to the professional development of staff; successful track record of recruiting and retaining a diverse team

Bridgestar (www.bridgestar.org), an initiative of the Bridgespan Group, provides a nonprofit management job board, content, and tools designed to help nonprofit organizations build strong leadership teams and individuals pursue career paths as nonprofit leaders.