

TENNESSEE BAPTIST FOUNDATION
President-Treasurer
Exempt
Job Description

PURPOSE: The President-Treasurer shall be the chief executive officer of the Foundation, have the overall responsibility for the general supervision and administrative control of the affairs of the Foundation.

REPORTS TO: The Board of Trustees of the Tennessee Baptist Foundation

QUALIFICATIONS:

- A Christian with appropriate values and integrity who is or will become a member of a Tennessee Baptist Convention affiliated church.
- Exceptional verbal, written and interpersonal skills.
- Bachelor's degree required. Seminary or Post graduate degree, financial industry certifications, trust management or estate law background desirable.
- Strong Administrative skills including planning, delegating, collaborating and program development
- Advance knowledge of financial statements and concepts
- Proficient using Microsoft Office products including Excel, Word and Power Point and preferred accounting system knowledge
- Teachable spirit.
- Aptitude for being a Self-starter, demonstrating planning skills, team work and ability to quickly adapt in a multitasked environment.
- Proven ability to supervise and coordinate a staff.
- Attention to details and ability to identify problems and to take appropriate action.

DUTIES:

- Working with trustees to refine and set the vision, mission and strategic planning necessary for the Foundation's growth and success as well as lead staff members to carry out that vision and mission.
- Enable and coordinate the staff as needed so they may perform their assigned duties.
- Administer Board approved policies.
- Attend all meetings of the Board and its various committees.
- Prepare or have prepared appropriate reports for the various Foundation committees and/or the Board.
- Prepare and submit to the Tennessee Baptist Convention an appropriate annual report.
- Prepare and recommend an annual operating budget for approval by the Tennessee Baptist Foundation Executive Committee.
- Administer the Foundation operating budget.
- Perform various HR administration functions such as payroll administration, compensation review, performance evaluation, staffing, and maintain personnel files.
- Design, develop and coordinate a comprehensive plan of communications and development.
- Creatively identify and cultivate Donors.
- Maintain a good relationship with Foundation clients.
- Develop and lead various types of Estate Planning, Deferred Giving and other seminars.
- Represent the Foundation in various settings.
- Work with other Tennessee Baptist Convention institutional leadership and their development staffs in securing current and planned gifts for those institutions.
- Day-to Day Supervision of the office administration including coaching and assignment work projects
- Work with marketing firm to develop content for newsletter and materials for the Foundation
- Other duties as assigned by the Board of Trustees.

Revised January 25, 2024

RELATIONSHIPS:

- Relate to other Baptist agency and institution personnel and other like-minded evangelical organizations as a facilitator of gifts and in the administration of funds.
- Relate to donors and potential donors to educate and inform them of their options in providing for those causes to which they are committed and to assist them in carrying out the chosen option.
- Relate to trustees in preparing studies or analyses related to estate planning and other giving.
- Relate to other State Foundation Executives.

OTHER EXPECTATIONS OF THE POSITION:

- Keep informed of current estate planning tools and techniques.
- Maintain regular office hours when not engaged in Tennessee Baptist Foundation business/activities away from the office.
- Travel as necessary.
- This position may require speaking or representing the Foundation on Sundays at Tennessee Baptist Convention churches as needed or requested.
- Continue education in areas of estate planning, investment management, and leadership
- Occasionally meet with churches or committees as needed or requested

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform the essential functions. The employee is regularly expected to sit, stand, walk, use hands and fingers, talk and hear. The employee must occasionally reach with hands and arms, bend, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities include close vision, distance vision and ability to adjust focus.