



JOB DESCRIPTION: President and Chief Executive Officer

Department: President & CEO
Reports To: Board of Trustees
Approved By: Board of Trustees
Status: Full-time Employee

JOB SUMMARY

This position will provide leadership and supervision for all programs of the ministry under the supervision of the Board of Trustees.

ESSENTIAL DUTIES AND FUNCTIONS

- Develop and communicate the mission and vision of the ministry.
- Develop ministry programs to accomplish the mission.
- Serve as the chief representative of the Children's Home to the Louisiana Baptist Convention, its agencies and boards, and Louisiana Baptist Churches
- Serve as the chief representative of the Children's Home to all community groups, corporate entities, and current and potential donors.
- Serve as the chief representative of the Children's Home to all government entities related to the state licensure of various programs.
- Serve on the Board of Trustees as the Chief Executive Officer, providing administrative oversight for all activities.
- Select and employ all personnel, set salaries, assign duties, supervise work, and when necessary, terminate employment.
- Administer all policies approved by the Board of Trustees and interpret policies to employees.
- Prescribe policies in areas not covered by Trustee approved policies when needed until those policies are adopted by the Board.
- Manage the acquisition, sale, and/or lease of all properties.
- Manage the investment of funds including the acquisition, sale, and/or transfer of stocks and other investment instruments in consultation with the Investment Committee

MINIMUM QUALIFICATIONS

- Must have appropriate educational background.
- Must have appropriate work or ministry experience.
- Computer literate with experience in Microsoft Office
- Must meet all other employment qualifications as outlined in the LBCH Employee Policy Manual



KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Effective communication skills, both oral and written.
- Flexibility to adjust with changing needs.
- Ability to maintain confidential employee, resident, financial, and organization information.
- Detail oriented, highly organized, and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently and as part of a team.
- Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns.

SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
- Be a member of a New Testament, evangelical Church in the local community and attend regularly.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment.