

Lutheran Braille Workers, Inc. President - Position Description

The President is the key management leader of Lutheran Braille Workers, Inc. (LBW), headquarter offices in Yucaipa, California. The President is responsible for overseeing the administration and programs of LBW in accord with the LBW strategic plan. Other key responsibilities include engaging with the staff, the volunteers, and the recipients of LBW materials and services, and managing finances including fund-raising and marketing. The position reports directly to the Board of Directors.

General Responsibilities:

1) **Board Governance:** Works with the Board of Directors to fulfill LBW's mission.

- Responsible for leading LBW in a manner that supports and guides the organization's mission as defined by the Board in the LBW strategic plan.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of LBW and implements generally accepted accounting procedures to manage those resources.

- Responsible for the fiscal integrity of LBW, to include submission to the Board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Active participation in fund-raising, major gift development, and development of other resources necessary to support LBW's mission.

3) **Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is fulfilled, through strategic planning, programs, services, and ministry outreach, with the use of appropriate technologies, resources, and methods in the service of the blind and visually impaired communities.

- Responsible for implementation of LBW's programs that carry out the organization's mission.
- Participation in the Board's strategic planning to ensure that LBW can and fulfill its mission into the future.
- Responsible for the enhancement of LBW's image by being active and visible in the community and by working closely with Lutheran churches and church organizations, and with other professional, civic, and private organizations, especially those that serve blind and visually impaired people.

4) **Organization Operations:** Oversees, manages, and provides appropriate resources to ensure that the operations of the organization are used in accord with LBW priorities and goals.

- Responsible for the effective administration of LBW headquarters' operations including provisions for staff development.
- Responsible for the hiring, training, and retention of competent, qualified staff following the process of the *LBW Governance Policy Manual*.
- Responsible for managing the LBW staff according to all applicable laws and regulations.
- Responsible for following the *LBW Governance Policy Manual* in signing all notes, agreements, and other instruments made or entered into on behalf of the organization.

Professional Qualifications:

- Active member of a Lutheran Church—Missouri Synod congregation.
- Demonstrated commitment to transparent and high integrity leadership and close relationships with Board of Directors.
- Previous senior nonprofit management and board experience.
- Ability to recruit, train, and manage staff and volunteers.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Budget management skills, including budget preparation, analysis, decision-making and reporting.
- Experience managing the development of fund-raising activities and major donor relations.
- Demonstrated communications skills including ability to use a variety of media to promote current work and convey vision in a variety of contexts
- Willingness and ability to travel both domestically and internationally.
- A bachelor's degree required; master's degree preferred.

Actual Job Responsibilities:

- Report to and work closely with the Board of Directors in policy decisions, fund-raising, and efforts to increase the overall visibility of LBW.
- Participate in strategic planning and implementation.
- Responsible for planning and supervision of the annual budget, and ongoing operations.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of LBW following the *Governance Policy Manual*.
- Serving as LBW's primary spokesperson to the organization's constituents, the media and the public.
- Interact with volunteers in LBW Work Centers and participants in Outreach Centers.

- Participates with VP-Ministry Advancement in major-donor cultivation
- Establish and maintain relationships with various organizations serving blind and visually impaired people and utilize those relationships to strategically enhance LBW's Mission.
- Other duties as assigned by the Board of Directors.

Compensation: Commensurate with experience and other qualifications.

Applications for the position of President are now being accepted through September 15, 2018. Please send via email and include a letter of interest and a detailed resume.

Applications and inquiries should be directed to the following contact.

Mr. Ken Loeber, Vice-Chair of LBW Board and Chair of the President Search Committee

email: kloeber@cox.net

phone: 405-620-3201

mail: 2304 Foxwood Circle, Edmond, OK 73034