



The Voice Inc.

President Job Description

HOURS: 8 hrs/wk. (Volunteer – non-stipendiary), 6months - 1year commitment (renewable)

PURPOSE OF POSITION:

The primary function is to serve as the President for The Voice Inc. The President is the general manager and chief executive officer of The Voice Inc.

The Voice is a faith-based, 501C3 non-profit organization. We have the mandate of using Christ's principles to help people claim their identity, in all beauty and ashes, by creating safe places of belonging, advocating for social justice and providing basic human needs, for individuals and groups, who have long been alienated, forgotten or silenced, because of their unique differences. The position will coordinate communication with the Board of Directors, speakers, and moderators. They will also make sure the vision of the ministry is accomplished.

JOB DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

1. Ensuring the organization's activities are compliant of its mission.
2. Leading, managing, and developing the organization's employees, volunteers, and organizational culture.
3. Developing, implementing, monitoring, and assessing the organization's programs (including their impact).
4. Developing, implementing, monitoring, and assessing sound and compliant financial management practices (including budgeting).
5. Developing, informing, and supporting the board and the board committees to carry out their governance functions.
6. Partnering with the Board of Directors to help ensure the Board's directives, policies, and resolutions are carried out.
7. Working with the development staff and the Board of Directors in cultivating and soliciting major foundation grants and individual gifts.
8. Developing and maintaining beneficial relationships with donors, funders, supporters, collaborators, allies, vendors, and other stakeholders.
9. Ensuring effective external communications about the organization and its mission, priorities, importance, programs, and activities.
10. Championing the organization and advocating its mission to internal and external stakeholders.
11. Keeping informed and the organization's leadership informed of significant developments and changes in the internal and external environment.
12. Leading the organization's planning processes.

13. Ensuring legal compliance (including all required filings) and sound risk management practices.
14. Attend the four statutory meetings of The Voice Board of Directors; Second Saturday of September, December, March, and June. Meeting is usually 10am to 12noon online.

QUALIFICATIONS:

1. Individuals applying for this position must have a passion for Christian Faith Formation and Youth and young adult's development, as evidenced by the history of involvement in church leadership (church council, committees, young adult's ministry, etc.)
2. Bachelor's Degree minimum, and 3+ years' experience in organization administration, and/or ministry.
3. Strong organizational, motivational, and communication skills.
4. Ability to listen and teach.
5. Have a creative and teachable spirit, with sensitivity to the learning needs of all people.

Application Process

Applications should be submitted via email to thevoicefingerprint@gmail.com

Your application should comprise three elements:

1. A brief cover letter (maximum 1 page),
2. A personal statement outlining how the competencies, experience, and values you would bring to the post would support the mission of The Voice Inc. (2 pages)
3. Résumé (maximum three pages) and three references (include both employment and character references).