**LUTHERAN FOUNDATION OF ST. LOUIS**

**Job Description – with Activities**

**Title**: President/CEO

**Reports to**: Board of Directors of Lutheran Foundation of St. Louis, Missouri

**Status**: full-time, exempt

**Position Summary**

The President/CEO shall be the chief executive officer and chief financial officer of the Lutheran Foundation of St. Louis, Missouri and the chief executive officer of its sister organization, Send Me St. Louis.

Lutheran Foundation of St. Louis, a 501(c)(3) organization, was established in 1984 when the St. Louis area Lutheran Church-Missouri Synod (LCMS) churches sold the Lutheran Medical Center and used the proceeds to endow a foundation to continue their ministry of care. The Foundation is a grant-making ministry, governed by 82 LCMS MEMBER congregations and a 15-member Board, which manages the approximately $100 million endowment fund and provides Christian support that heals lives and the community. Send Me St. Louis, a 501(c)(3) organization, operates as the capacity building arm of Lutheran Foundation and works with churches and faith-based agencies in the area of community engagement and volunteer management.

The President/CEO shall have general charge and supervision of the affairs and activities of the Foundation and shall see that all resolutions of the Board are carried into effect.

**Duties & Responsibilities**

* direct the affairs and activities of the Foundation
* implement mission, goals, and objectives of the Board of Directors
* develop and carry out a cooperative outreach ministry on behalf of MEMBER congregations
* control the organization and assets of the Foundation
* design and implement Board-approved strategic plan
* prepare policy resolutions for Board approval
* implement Board policies and decisions
* provide planning recommendations and the appropriate support/research for Board decision
* ensure meeting agendas/minutes are prepared
* encourage Lutheran engagement in meeting community challenges
* primary representative of the Foundation to MEMBER congregations, nonprofits, and the public
  + collaborate with grant makers in the St. Louis region
  + communicate with grantseekers submitting or planning to submit a grant application
  + articulate Foundation mission, purpose, vision, core belief, and goals to staff, MEMBER congregations, nonprofits, and the public
  + develop communication plan
* supervise and direct six staff members, contracted services, and consultants
  + provide regular and frequent informal feedback on job performance as well as a formal annual performance review for all staff
  + assist staff members in setting goals related to individual job performance directly tied to Foundation goals and strategic plan
  + recommend salary increase amounts for staff
  + assess effectiveness of consultants and providers of contracted services
* direct grant application procedures and proposal guidelines
  + develop processes to monitor grantseekers and grantees
  + develop grantmaking calendar
* prepare and manage grant programs budget including
  + provide recommendations to the Board for funding and/or denying grant applications
  + authority to award small grants up to the Board approved amount
  + authority to cancel awarded grants according to Board guidelines
* manage the assets
  + implement Investment Committee recommended investment decisions and policies
  + monitor and review money managers, custody services, and fees
  + prepare and manage Foundation operating budget
  + supervise accounting functions
  + coordinate annual audit
  + manage Foundation cash flow
* serve as non-voting, ex-officio member of the Foundation Board
* serve as non-voting, ex-officio member of Send Me St. Louis Board
* control the organization and assets of Send Me St. Louis
* oversee Send Me St. Louis
  + oversee the Send Me Executive Director, who is responsible for day-to-day management
  + track projections to actual outcomes achieved
  + approve staffing and unbudgeted expenses
  + report on and make recommendations regarding Send Me initiatives and critical events to the Foundation Board

**Qualifications & Skills**

* must be an active communicant member of a Lutheran Church-Missouri Synod congregation
  + knowledge of the LCMS as a church body: its theology, structure, current trends, etc.
  + knowledge of LCMS congregations and agencies in St. Louis is a plus
* excellent leadership skills with the ability to inspire, motivate, and influence staff and diverse groups
* minimum of seven years organizational management experience with an understanding of budgeting, finances, and investments
* supervision, planning, sound-judgement, critical and strategic thinking, evaluation, and decision-making skills
* excellent interpersonal skills with the ability to effectively interface with the Foundation Board of Directors; LCMS clergy and laity at the local, district, and synodical levels; social agencies; other faith communities; nonprofits; etc.
* strong character, integrity, and a deep sense of Christian commitment
* excellent written and verbal communication skills
* minimum of Bachelor’s degree required

**Physical Qualifications**

* ability to sit at desk for extended periods of time
* sufficient mobility to move to various locations in and out of the office for site visits, presentations, trainings
* sufficient vocalization for making presentations, speeches, conduct training
* sufficient visual ability to focus attention on extended use of electronic documents and internet websites

Lutheran Foundation promotes an equal employment opportunity workplace which includes reasonable accommodation of otherwise qualified disabled applicants and employees so long as this does not create an undue hardship on the Foundation or affect the health and/or safety of others at work. Please see the Board Chair should you have any questions about this policy, these job duties, or if you require an accommodation. This job description may not be all inclusive and employees are expected to perform all other duties as assigned and/or directed by the Board of Directors. Job descriptions and duties may be modified when deemed appropriate by the Board of Directors.

Employment with Lutheran Foundation is on an at-will basis. The employee is free to resign at-will at any time, and Lutheran Foundation may terminate the employment relationship at-will at any time, with or without notice or cause, so long as there is no violation of applicable federal, state, or local laws.