



National Christian
FOUNDATION
Tampa Bay

Ideal Candidate Position Description

President / CEO

I. POSITION

President/CEO NCFTB – part of a network of foundations affiliated with The National Christian FoundationSM (NCFSM)

March 2018

The National Christian Foundation Tampa Bay Overview

Something big is happening worldwide and in Tampa Bay, perhaps the greatest movement of God in our generation: the Generosity Movement. National Christian Foundation Tampa Bay (NCFTB) is a key player in this movement:

- **Helping** business owners and families **save money and give more** to their favorite charities through wise, innovative, tax-efficient giving strategies,
- **Serving** these same families as their **personal foundation** in the expression of their generosity,
- **Inspiring** and **teaching** business owners and families to grow as faithful stewards and to embrace **radical, joyful generosity**, and
- **Convening** local businesses, ministries, churches and families for **city-wide impact**.

We offer you the opportunity to put your passion and God given talents and abilities to use in the Tampa area to help effect real change and expand God's kingdom. Our goal is to attract and develop intelligent, fun, called and passionate people to impact our givers on their generosity journey. We want to attract committed believers with a heart for generosity as well as a servant's heart.

II. OUTCOMES

Someone excelling in this position will:

1. Develop annual goals as well as a bigger vision for NCF Tampa Bay to grow and achieve its mission and vision.
2. Develop real time, relevant performance metrics and scoreboards.
3. Proactively initiate and nurture new relationships with top tier Givers in a variety of ways, including:
 - Through partner programs such as Mission Increase, 100 Shares Tampa Bay, Plan to Give Conference, Kingdom Advisors, etc.
 - Through serving local churches and ministries as an extension to their development team and networking within relevant organizations such as chambers of commerce, estate planning councils, professional advisor networks, etc.
 - Garnering referrals from our board members, existing Givers and professional advisors.

The outcome is that NCF Tampa Bay will grow its top tier Giver relationships, grow assets, contributions and grants, and grow fee income which will enable us to launch new programs to advance the cause of generosity.

III. CANDIDATE DESCRIPTION

- Is spiritually mature and has a strong calling to this role
- Is (or can be) seen as a peer in the giving journey conversation – may or may not be a financial peer, but is seen as bringing value to every conversation

- Is passionate about giving and has his/her own giving story
- Is bright, he/she can learn and understand gifting solutions that can be tailored to address the givers goals
- Has strong relational ability, can develop trust quickly and is genuinely interested in the people he/she meets, and they know it
- Is someone that can influence others, they trust his/her direction and will allow him/her to hold them accountable to implement the plan
- Has good business acumen – understands business and money issues
- Hardworking, self-disciplined, self-starter, initiator
- Is a good manager of his/her time and the Foundation’s staff, volunteers, plans and budgets
- Intelligent, strong with math and finance
- Has the confidence of the Board – they are comfortable asking him/her to go spend time with their best friend who is selling their business because they know he/she can help them
- Organized and efficient
- Team player
- Client first mentality
- The most successful NCF Presidents and RMs come from one of three backgrounds:
 - Senior financial services or legal executives,
 - Business owners who have sold their businesses, or
 - Senior major gifts officers of charities
 - Many go through a “Half-time” experience, wanting to move from success to significance

IV. JOB TASKS (DUTIES)

Prayer

Prays regularly for:

- a. Wisdom and direction from God for the leadership role he/she will play in the city
- b. Church and Ministry leaders to impact the city as a witness for Jesus Christ
- c. The givers of NCFTB; that their generosity would be a reflection of their love of Christ
- d. The staff of National Christian Foundation and its affiliates

Education and Discipleship

Inspire, teach and disciple people using God’s word, personal testimony and the testimonies of other generous givers.

1. Individually, one-on-one and in small and large group settings
2. Via Internet, mass media, radio, books, CD’s, DVD’s, etc.

Sales, Marketing, Communications and Donor Relationship Management

1. Intentionally identifies, develops and manages ongoing relationships with:
 - a. Individuals, families and company leaders who need the giving solutions and services offered by NCFTB
 - b. Professional Advisors in the geographic area that serve individuals, families and companies who need the giving solutions and services offered by NCFTB
 - c. Ministry leaders who desire to increase their capacity to receive gifts and co-labor with others in order to minister to the givers God has sent to them
 - d. Church leaders who desire to co-labor in shepherding the hearts of generous givers in their church
2. Accesses network systems for evaluation and engagement of current NCFTB givers, advisors, church and ministry leaders and develops a plan to help givers obtain their giving goals and progress in their journey of generosity.

3. Understands the features and benefits of giving Complex (Non-liquid) assets and Gift Planning by leveraging best practices, tools, processes and systems to facilitate appropriate opportunities with givers
4. Ensures that the highest confidentiality and standards of service are maintained and resolves service-related issues with givers utilizing NCFTB staff and the appropriate departments, teams and service units at the National Office when necessary

Community Transformation

Manage the volunteer NCFTB Boards that will:

1. Oversee the development of a strategic plan to transform the Tampa Bay community so it will be a city “pleasing to Christ”.
2. Develop or build on the strategic plan for NCFTB, outlining its role in the community transformation strategy.
3. Oversee the development and implementation of an annual operating plan, including measurement tools, timelines, etc. that will accomplish the strategic plans.
4. Monitor the successes of the annual operating plans to meet the strategic objectives, evaluate and make changes to the operating plan throughout the year as necessary.

Sales and Marketing

1. Works with the volunteer Boards to develop a comprehensive long-term strategic sales and marketing plan and develop and implement an annual sales and marketing plan which includes:
 - a. Prayer
 - b. Intentional Donor Relationship Development. Reviewing and customizing the marketing plan provided by NCF including specific channel marketing strategies.
 - c. Community Transformation
 - d. Communication
2. Participates in annual planning process with the NCFTB Boards (fiscal and strategic).
3. Monitors monthly financial statements; takes effective corrective action as required.
4. Monitors competitive services strategy and business environment.

Personal, Spiritual and Professional Development

1. Maintains professional and technical knowledge by attending educational seminars, workshops, reviewing professional publications, establishing personal networks, National Office RM calls and participating in professional societies.
2. Continues learning and provides leadership through various professional forums, conferences, seminars and educational opportunities
3. Demonstrates a commitment to personal, spiritual and professional maturity and personal financial generosity.

Demonstrating Biblical Principles

Actively integrates biblical principles in day-to-day behavior, especially including personal generosity

Board of Directors / Board of Trustees

Develops the boards and maintains a strong working relationship with the Board of Directors and Board of Advisors.

Fundraising

Responsible for soliciting contributions from “friends of NCFTB” to support the operations and furtherance of NCFTB.

V. REPORTS TO

The Board

VI. SUPERVISES

Executive team and executive assistant

VII. TRAVEL

Extensive commuting in the Tampa Bay area. Required out of town travel will be minimal, but there may be some travel related to pursuing opportunities with business owners and families throughout the country. In addition to client/prospect travel, there will be occasional national meetings or training opportunities that fit into the Strategic and/or Operating plans as well as the annual NCF conference.

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position.

I certify that this job description is an accurate description of the responsibilities assigned to this position.

Employee Signature Date

Supervisor Signature Date

The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.