



THE PRAYER INSTITUTE

*"Taking the World by Prayer!"*  
www.prayerinstitute.com

## Executive Director for The Prayer Institute

### SUMMARY

We are a successful community-based non-profit organization seeking an experienced Executive Director (ED) to lead us through the next phase of fulfilling our vision of ***"Taking the world by prayer!"*** The successful candidate will be responsible for overseeing all aspects of our organization, ensuring that we are operating efficiently and effectively to meet business goals. In addition, the Executive Director must demonstrate a commitment to prayer and The Model Prayer.

The Executive Director will report directly to and maintain an outstanding partnership with the Chief Executive Officer of The Prayer Institute (TPI) while leveraging and keeping the Board of Directors informed of the organization's operations. In addition to the Board of Directors, the ED will work with government and community officials, faith leaders, business leaders, and the public. The Executive Director will be responsible for the organization's consistent achievement of its mission and financial objectives.

The ideal candidate must be a person of prayer, integrity, honesty and confidentiality. Additionally, the Executive Director shall possess excellent leadership, management and decision-making skills and perform well under pressure with the ability to resolve problems in a timely manner.

Our company has a close-knit culture in which we place a high priority on teamwork, communication, recognition and collaboration. We are in search of an Executive Director who is aligned with our culture and will continue to enhance it through positive leadership.



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## General Responsibilities

- **Board Governance: Works with the Board of Directors to fulfill the organization vision, mission, policies, programs and initiatives.**
  - Provides leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans, policies and initiatives authorized by the Board.
  - Ensures commitment to and compliance with all applicable federal, state and local laws and regulations across the organization.
  - 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.
1. **Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.**
    - Responsible for the fiscal integrity of TPI, to include submission to the Board an annual budget and monthly 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.
    - Responsible for responding to requests from external accounting firm or auditors.
    - Ensure that adequate funds are available to permit the organization to carry out its work.
    - Responsible for fundraising and developing other resources necessary to TPI mission.
  2. **Program Development and Administration: Works with the Board and staff to ensure the mission is fulfilled through programs, strategic planning and community outreach.**



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- Responsible for the development and implementation of TPI's programs that carry out the organization's mission.
- Develop and implement long- and short-term strategic plans that meet business and ministry goals and objectives created in partnership with the Board of Directors.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Responsible for the continued development and enhancement of TPI's brand.

### **3. Organization Operations:**

- Responsible for effective administration of TPI's operations.
- Responsible for the recruitment, hiring and retention of competent, qualified staff and volunteer staff.
- Ensures that job descriptions are developed, that regular performance evaluations are held, and that applicable human resource practices are in place.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Responsible for signing all notes, agreements and other instruments made and entered into and on behalf of the organization.

### **4. Product Development**

- Responsible for the development of product, literature, instructional material, ministry collateral, etc. that support the vision and mission of TPI.

### **5. Public Affairs and Relations:**

- Responsible for developing a public relations plan for interacting with all segments of the community.
- Serves as liaison between the Windsor Village Church Family leadership and TPI.



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- Responsible for building working relationships and community partnerships with all professional sectors, including the business, medical, educational, religious and government sectors.
- Responsible for introducing and maintaining TPI brand within the public and private sectors locally, nationally and internationally.
- Responsible for serving as a TPI spokesperson to the organization's constituents, the media and general public.

## **6. Product Development**

Responsible for the development of educational, spiritual and inspirational products and materials that will support the vision and mission of The Prayer Institute to equip and empower believers to pray and serve in the community.

## **7. Education and Experience**

Bachelor degree is required and a Master's degree is preferred. At least seven (7) or more years of senior business or management experience.

## **8. Professional Qualifications**

The Executive Director must possess:

Strong organizational management skills, including planning, program development, delegating of responsibilities.

Solid, hands-on budget management skills, including overseeing staff and volunteers, budget preparation, analysis, decision-making, problem solving and reporting.

The ability to communicate TPI's vision and mission and strategic future to the Board, staff, volunteers, donors and community constituents.



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Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.

The ability to interface, engage, and collaborate with Board members, staff, volunteers, donors and community constituents.

Strong motivational and staff leadership skills, a healthy sense of humor, and an impeccable work ethic.

Strong written and oral communications skills.