**JOB DESCRIPTION – PRESIDENT**

**Organization Overview**

Founded in 1963, Sharpe Group has helped to ensure the financial longevity of thousands of America’s educational, healthcare, religious, social service and cultural institutions. Sharpe Group provides consulting, donor communication offerings, including print and digital communications, and training to charities and nonprofits throughout the United States.

**PRESIDENT’S POSITION WITH SHARPE GROUP**

**Summary/Objective**

The President is responsible for providing strategic leadership for the company by working with the Board and other management to establish long-term goals, strategies, plans and policies.

**President Duties & Responsibilities**

* Leadership: Provide direction for all other employees.
* Develop and maintain a positive company image and positive relations between the company and key customers, vendors, and regulators.
* Create, communicate, and implement the organization’s mission.
* Generate new sales opportunities for the company.
* Implement the company’s strategic plan that guides the direction of the business.
* Evaluate the success of the organization.
* Represent the organization on civic and professional association responsibilities and activities.
* Generate new ideas for product development.
* Evaluate and advise on the impact of long-term planning, introduction of new programs/strategies and product and services development.
* Provide timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Board and senior management in performing their responsibilities.

**Competencies**

* Mission-Focused
* Relationship-Oriented
* Leadership
* Strategic Thinking
* Business Acumen
* Problem Solving/Analysis
* Decision Making
* Performance Management
* Results Driven
* Communication Proficiency
* Financial Management

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

**Education and Experience Preferences**

* Substantial experience working in the nonprofit sector.
* A demonstrated track record of promoting diversity and an ability to build collaboration with the nonprofit community at large.
* 7-10 years in a Senior Strategic Leadership role.
* Experience in developing partnerships, building teams and conflict management.
* Contract and negotiations experience.
* Undergraduate degree required. Training, experience or advanced degree preferred.