



# Methodist Children's Home

Offering Hope Since 1890

## JOB DESCRIPTION

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# PRESIDENT

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## JOB SUMMARY

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The President provides overall management, planning, direction, Christian leadership, and vision to Methodist Children's Home. The President must maintain a healthy value system, including moral and ethical behavior consistent with the agency's mission and core values. The President:

- Works with the Board of Directors and staff to develop and revise policies and priorities.
- Helps ensure adequate physical, financial, and spiritual resources.
- Supports the development and evaluation of programs and projects.
- Communicates and interprets the mission and goals of Methodist Children's Home.
- Speaks and passionately advocates for the organization and for children, youth and families in general.
- Ensures compliance with regulatory requirements and accrediting standards.
- Reports to, and is accountable to, the Board of Directors.
- Ensures that the Board of Directors is aware of and fulfills its governance responsibilities, complies with applicable laws and bylaws, and conducts Board business effectively and efficiently.
- Maintains active leadership roles in local, state, national, and church organizations relating to children, youth, and families. Participation should not interfere with the duties of the President of Methodist Children's Home.

The staff positions reporting directly to the President are:

- Vice President for Quality Improvement
- Vice President for Development
- Vice President for Finance
- Vice President for Human Resources
- Vice President for Programs
- Executive Assistant

## DUTIES AND RESPONSIBILITIES

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On a day-to-day basis, the President oversees the smooth functioning of the agency. The President:

- Coordinates and evaluates all phases of MCH's programs and services.
- Controls the approved budget.
- Plans for both short-term and long-term needs, trends, and concerns.
- Ensures agency policies and procedures are followed and periodically reviewed.
- Keeps the Board of Directors informed of appropriate items.
- Maintains and supervises legal, licensing and accreditation requirements.
- Hires and retains a well-trained, capable and diverse staff.
- Develops and evaluates staff.
- Maintains a quality environment for staff and clients.
- Promotes innovation and creativity in both program and support areas.
- Evaluates and continually improves quality of services provided.
- Visualizes, understands, and communicates emerging trends in childcare.
- Communicates Methodist Children's Home's mission and strategic direction.
- Establishes and maintains good relationships with:
  - Board of Directors
  - Annual Conferences and local churches
  - Other social service agencies
  - Local school districts
  - Courts
  - Donors
  - Local civic and cultural organizations
  - Staff
  - Clients and Alumni

## **WORKING CONDITIONS**

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The President must be able to travel extensively, maintain a rigorous schedule, work irregular business hours, and be available for an emergency situation or out of the ordinary circumstances. At times, this position is physically and mentally challenging due to enormous time demands. The President must be emotionally stable to withstand the stress associated with this responsibility and physically adaptable to a demanding schedule. A cell phone is required, and a stipend is provided to offset the business use of the cell phone.

## **EDUCATION/LICENSURE**

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A master's degree is required from an accredited School of Social Work and/or graduate degree in one or more of the following areas: theology, education, business management, or finance. Previous experience as administrator or appreciable supervision in a social service agency, preferably one providing institutional care for children, is required. Continued education in social work and social agency administration through workshops, seminars, and/or conferences is mandatory for this position. A Child Care Administrators License is required.

## **TRAINING**

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Training hours must be completed annually to comply with licensing and accreditation standards, as well as MCH policy.

## **OTHER**

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The President must have a valid Texas Driver's License, an excellent driving record that meets the standards set forth by the liability insurance company and Methodist Children's Home, no criminal history, and acceptable references.

## **CLOSING STATEMENT**

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I have reviewed the job description for the position of President and understand I must be able to perform the duties outlined above. The Physical Demands/Requirements of the position are provided in another document and discussed at hire. I understand that due to the complexities of the position all duties and responsibilities may not be outlined in this job description and the duties and responsibilities of this position are subject to change.

Received by: \_\_\_\_\_

**Print Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**