

Montana Bible College

Job Title: President

Supervisor: Board of Directors (evaluated by the Executive Committee)

Revised: September 2024

Position Summary: Directs and oversees the College, being ultimately responsible to the Board of Directors for the supervision of academic, business, development, fiscal operations, and spiritual oversight, as well as all other matters pertaining to the College.

Duties and Responsibilities:

- Serves as Chief Executive Officer of the College, providing general direction and strategy for the accomplishment of the College's stated mission in accordance with Board direction;
- Provides ongoing leadership to the heads of the Academic, Development, Student Affairs, and Business Departments of the College;
- Serves as principal College representative to the MBC Board of Directors and attends all meetings as a voting member;
- Oversees staff and administrative committee meetings. Serves, either personally or by designated representative, as a resource person for all Board committees;
- Officially represents the College to its constituency, governmental agencies, accrediting agencies, and the general public;
- Presents an annual budget to the Board for final action;
- Continually assesses and develops the College's vision in accordance with the stated mission and clearly communicates the goals to the College's internal and external constituencies;
- Develops, formulates, and directs the College policy and governance in accordance with the policies of the Board;
- Maintains the College's objectives, distinctives, and doctrinal position;
- Oversees the College's generation of private and public funds;
- Formulates the agenda for Board meetings in consultation with the chairman of the Board;
- Supervises and evaluates the effectiveness of personnel directly overseen;
- Recommends to the Board concerning College policies, academic affairs, and finances;
- Represents the College when appropriate at events such as church services, conventions, and meetings of the Association for Biblical Higher Education;
- Teaches classes, when appropriate, limited to a maximum of six credit hours per semester;
- Recruits personnel for vacant administrative positions at the College and works with the Academic Dean, in consultation with the board, to recruit and hire faculty;
- Actively participates in the lives of students and staff in a discipleship role;
- Approves official College handbooks, manuals and documents;
- Administers the College in such a manner that there shall be no illegal discrimination in any area of the College and its program with respect to gender, race, color, disability, and national or ethnic origin;
- Submits to the Board regular reports of the activities of the College; and
- Performs other duties as may be assigned by the Board of Directors.

Character, Competencies and Gifts-mix:

- A person of strong Christian commitment, exhibiting character qualities listed in Scripture for leaders, in agreement with the College's doctrinal statement, supportive of the mission and purpose of the College;
 - **Mission of Montana Bible College:** Montana Bible College equips future Christian leaders to be Gospel-centered disciple-makers for the glory of God and the advancement of His Church.
 - **Purpose of Montana Bible College:** Our core purpose is to participate in God's expansion of His Kingdom and the global advancement of the gospel of Jesus Christ. This calling serves Christ's Church, especially in our region, by preparing its members to be disciple-makers in every sphere of life. Our education equips the whole person in living out a Biblical worldview. Through such servants, God transforms individuals, families, workplaces, churches and communities for generations of Kingdom impact.
- Thoroughly committed to MBC's disciple-making focus and relational philosophy of ministry – a proven disciple-maker;
- Experience and proven effectiveness in leadership of an organization, preferably an academic institution;
- Skill in connecting with financial partners and raising funds through relationships of integrity;
- Entrepreneurial gifts to guide the organization to its appropriate niche with focused energy;
- A networker, preferably with a strong network already built which can be brought to bear for the good of the college;
- Ability to develop, plan, and implement short- and long-range goals;
- Knowledge of finance, budgeting, business practices and cost control procedures;
- Ability to lead the college's executive leaders to implement the ethos and vision;
- Experience in professional coaching and employee management with the view of fostering a collegial work environment;
- Knowledge of current issues and trends affecting colleges and universities;
- Strong interpersonal and communication skills, both orally and in writing, and the ability to work effectively with a wide range of constituencies in a diverse community;
- Exhibits humility in personal and professional interaction, strong work ethic, and a commitment to preparing people for ministry; and
- Member of a local church body.

Supervisory Responsibilities:

Oversee administration of the College. The president may delegate responsibilities to administrators based on talents and abilities as appropriate with Board direction.

Education and Experience:

Earned doctorate or candidacy for one is strongly preferred with teaching and/or leadership experience at the college level or above. A Master's degree in a relevant area of specialization with significant previous teaching and/or leadership experience at the college level may be considered. Experience in ministry, business/financial operations, administration and the management of personnel are all preferred.