

NOPRC President Job Description

Title of the position

NOPRC President

Reports to

Board of Directors

Overall responsibility

Leader / Visionary / Decision Maker / Manager

Key areas of responsibility

- Advises the Board
- Advocates / promotes organization change related to organization mission
- Supports motivation of volunteers in organization products/programs and operations
- Ensures staff and Board have sufficient and up-to-date information
- Looks to the future for change opportunities
- Interfaces between Board and volunteers
- Interfaces between organization and community
- Formulates policies and planning recommendations to the Board
- Decides or guides courses of action in operations by staff
- Oversees operations of organization
- Implements plans
- Manages human resources of organization
- Manages financial and physical resources
- Assists in the selection and evaluation of board members
- Makes recommendations, supports Board during orientation and self-evaluation
- Supports Board's evaluation of President

Consults with

- NOPRC Board of Directors
- NOPRC Staff

Term of appointment

12 months

Qualifications

- Excellent organizational skills;
- Strong leadership skills;
- Strong technical skills;
- Superior level of interpersonal, written and oral communications skills;
- Ability to communicate technical information to nontechnical audiences;
- Experienced in personnel management and finance;
- Team player with a commitment to professional development for affiliate staff.