

Dominican Development Group (DDG)

Job Description

PRESIDENT

Job Title: Dominican Development Group PRESIDENT

Summary: The PRESIDENT is the Chairman of the Board of the Dominican Development Group (DDG). The PRESIDENT has, subject to the control of the Board, general supervision, direction and control of the organization, activities, officers and employees of the DDG.

Responsibilities: The PRESIDENT shall be responsible for:

- Executive
 - Chairing all meetings of the Board and all meetings of the Executive Committee.
 - Making all committee appointments other than the Executive Committee and be a member ex-officio of all committees.
 - Setting priorities and creating agendas for meetings of the Board and Executive Committee.
 - Ensuring effective external communications about the DDG and its mission, priorities, importance, programs, and activities.
 - Assuring ongoing recruitment, development, and contributions of Board members.
 - Assessing the performance of the Board and its committees.
 - Ensuring clear line of authority between the PRESIDENT and the EXECUTIVE DIRECTOR.
 - Conducting the annual review of the EXECUTIVE DIRECTOR'S performance.
- Legal
 - Signing all notes, agreements, and other instruments made and entered into and on behalf of the DDG.
 - Complying with DDG Articles of Incorporation and By-laws of the DDG.
 - Reviewing and updating DDG Articles of Incorporation and By-laws (As required).
- Communications
 - Championing the DDG and advocating its mission to Companion Dioceses and other external stakeholders.
- Spiritual
 - Being actively involved in a faith based community where they make their home.

The PRESIDENT shall support the EXECUTIVE DIRECTOR as follows:

- Development
 - Establishing and implementing a planned giving program for the DDG.
 - Identify new sources of funding for the DDG.
 - Assure that existing sources of DDG funding are maintained.
 - Cultivating donors and soliciting grants and individual gifts.

- Financial
 - Develop an annual budget for the DDG
 - Assure the conduct of an annual financial review.
 - Assure the conduct of a DDG financial outside audit every five (5) years.
- Strategy
 - Leading the DDG's strategic planning processes.
 - Developing a 5-year DDG strategic plan and recommend tasks to achieve these goals (Update in Even Years).
 - Developing and updating mission and vision statements for the DDG.
 - Developing and implementing a set of objectives for the DDG on an annual basis.
- **Authorities:** The PRESIDENT shall have the authority to act on behalf of the DDG concerning all matters pertaining to the management and operation of the DDG subject to the provisions of the Articles of Incorporation and the Bylaws.