



The **Executive Director, reporting to the Board of Directors**, is responsible for overseeing and carrying out the Leadership Council for Nonprofits mission and strategic plan, advancing a vision for the future, and ensuring that the strategic plan is in focus, understood by stakeholders, and integrated into the design of all operations. The ED is intricately involved in all functional areas of the organization, including but not limited to fundraising, communications, program oversight, board governance, financial management and viability, organizational operations and human resources planning and management.

#### **KEY ROLES:**

##### **Strategy & Vision**

- In collaboration with the Board, shape the vision and strategic plan to achieve LC's mission of maximizing the impact of nonprofits, developing leaders, and strengthening the community

##### **Leadership & Management**

- Hire, coach and retain competent, qualified staff aligned with LC's values and passion
- Recruit, cultivate, maintain and support a Board of Directors. Serve as ex-officio of all committees. Seek and build Board involvement with strategic direction.

##### **Community relations, membership growth and marketing**

- Seek and develop stakeholder relationships (for-profit/nonprofit) for funding & community engagement
- Represent LC in public speaking engagements, interviews, articles etc.
- Develop & implement strategies to recruit, grow, retain, communicate and satisfy member agencies
- Establish and implement marketing efforts to deepen and refine all aspects of communications - from web presence to external relations with the goal of continuing to strengthen the brand
- Identify, cultivate and expand diversified funding streams (grants, sponsors, donors, programmatic revenue, affinity programs, other) to ensure financial health and future expansion of the organization

##### **Programs & Operations**

- Oversee all programs, services and activities, ensures quality, improvement, and accountability for funding
- Ensure signature programs, mentoring, summits, capacity-building, surveys, and member benefits are relevant, supported and evaluated

##### **Finance & Administration Oversight**

- Oversee finances and policies and procedures to ensure fiscal integrity and financial health
- Monitor budget, cash flows and investments and implement course correction as needed
- Manage human resources needs and benefit administration
- Ensure LC conforms to all applicable federal, state and local laws and regulations
- Identify and manage organizational risks

#### **REQUIREMENTS:**

- Strong mission alignment
- Dynamic, collaborative, respected and creative leader with a history of leading and growing an organization
- Bachelor's degree in relevant field of study
- 10 years' relevant work or nonprofit volunteer/board experience
- Track record in marketing and fundraising (grant writing, donor solicitations and special events)
- Strong presence and able to communicate effectively

- Proficient in use of MS Office Suite, CRM software and social media
- Demonstrated commitment to making diversity and inclusion a top priority
- Demonstrated excellent oral & written communication skills (public speaking & presentations)

Competencies:	Behaviors
Leadership effectiveness - <ul style="list-style-type: none"> <li>• Initiative</li> <li>• Goal orientation</li> <li>• Influence</li> </ul>	Self-starter, Self-reliant, Problem solver, Persuasive, Models the way, Inspires a shared vision Challenges the process Ability to multi-task Constantly meets deadlines
Expressive relationships - <ul style="list-style-type: none"> <li>• Presentation style</li> <li>• Instructiveness</li> <li>• Communication</li> </ul>	Enables others to act Encourages the heart Involves people in setting goals Provides clear direction, useful information

**What’s in it for you?**

- Make an impact on the lives of nonprofit leaders and the sector while driving systemic change
- Lead an engaged, committed and talented staff
- Collaborate with a passionate and energized Board
- Take a well-regarded, financially stable organization to its next level of growth and impact
- Base salary of \$84K -\$96K depending on experience
- Flexible schedule in a hybrid work environment (home or office), healthy culture and variety
- Health insurance, generous Paid Time Off, 9 paid holidays, 403b retirement plan match

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. LC reserves the right to change the job description and/or posting at any time without advance notice.

Leadership Council for Nonprofits does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors and clients.