

Young Leaders Council Job Description

Position:	Executive Director
Supervisor:	Executive Committee of the Board of Directors
Organization Overview:	<p>The Mission of the Young Leaders Council is to train diverse, committed individuals to effectively participate on the boards of nonprofit organizations and make a difference in the community by replenishing the volunteer leadership base.</p> <p>The YLC consists of an eleven-session training program, addressing fundamental board skills. These interactive sessions reflect on such leadership indicators as collaboration, diversity and the role of catalyst deemed crucial for today's nonprofit leadership roles. The training is followed by a year internship with a community agency. At this time, the YLC participant serves as a non-voting member of a working board.</p>
Summary of Position:	<p>Through a constructive and energetic style -- guided by the objectives of the organization -- the executive director provides the leadership, management and vision necessary to effectively grow the organization and to ensure financial strength and operating efficiency. Must possess excellent skills in strategic planning, board development, fund development, financial management, and corporate and community relations.</p> <p>Position is 32.5 hours a week and includes 4 weeks PTO. Candidate must be able to lift 15 lbs. Benefits are not included.</p>
Qualifications:	<p>Bachelor's degree or equivalent experience/background in program development and management or a related discipline</p> <p>Demonstrated leadership experience in effectively managing a diverse organization, including budget, project development and management, marketing/public relations, program, community relations, fundraising and human resource management responsibilities. Recognized experience in leading program development and continuous improvement efforts.</p> <p>Superior communications skills, including listening, presentation and writing skills.</p> <p>Must possess the ability to make independent decisions when circumstances warrant. Must possess the ability to deal tactfully with staff, class participants, nonprofit directors and funders.</p> <p>Ability to interact effectively with board of directors and board committees.</p> <p>Knowledge of effective training techniques and leadership development. Ideal candidate will have participated in Young Leaders Council program</p>

Major Responsibilities:

Provides supervision and management of all hands-on operational aspects of the organization including but not limited to:

Operations:

- Spearheads fundraising programs with specific goals and strategies for achieving goals. Interacts closely with the Board of Directors in development and execution of plans. Measures and regularly reports on progress.
- Coordinates development/fundraising activities, writes grants. Makes personal calls to corporations. Coordinates all direct mail requests.
- Maintains a strong public relations program that serves the best interests of the YLC.
- Prepares and presents programs to key constituencies, enhancing the public understanding and support for YLC.
- Routinely interacts with corporate and community organizations.
- Effectively manages financial and facility resources, insuring budget and facility integrity and accountability. Prepares an annual operating budget and allocates the resources to carry out programs and activities responsibly.
- Reviews and interprets monthly financial statements and takes appropriate corrective action in response to variances and trends.
- Manages the office – including technology, equipment leases, and supplies.
- Does bookkeeping, keeps budget, writes all checks, coordinates and communicates with treasurer on all financial matters.
- Other duties as assigned.

Programming and Special Events:

- Coordinates and implements plans of all special events: logistics, speakers, invitations, and facilities.
- Selects program speakers based on established topics and board approval.
- Plans meetings with host agencies and organizations.
- Communicates with speakers before and after each session.
- Coordinates evaluation of speakers by class participants.
- Recruits, interviews and selects all YLC program participants.
- Maintains ongoing communication with executive directors of participating agencies and interns.

Board Administration:

- Serves as ex-officio member of the Young Leaders Council board of directors and board committees. Attends all meetings when possible. Coordinates and communicates to board about all meetings.
- Develops, in partnership with the Board of Directors, a plan of goals and objectives that provides program direction and meets the needs of participants and the non-profit community.
- Collaborates with the Board of Directors executive committee to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the growth objectives of our organization.
- Implements organizational policies as directed by the board.
- Reports operational concerns and makes recommendations to the board or its committees.
- Communicates with alumni to facilitate new board placement and participation in alumni development activities.
- Is accountable to the board of directors through the board chair.

Supervisory Expectations:

- Supervises contracted staff who place all interns in agencies based on interest and availability.
- Supervises contracted staff with all communications/marketing with assistance from appropriate board members.
- Recruits and selects well qualified, service oriented staff based upon established job descriptions and appropriate selection criteria. Develops the staff through empowerment and training and supports collaborative goal setting and team building. Receives general direction and support from the board of directors.

Interested Applicants:

If you have read the job description and feel you are a good candidate for the position, please submit a cover letter and resume in PDF format to YLCcareers@gmail.com.