The Executive Director of Leadership Lincoln, a non-profit entity, fosters leadership development for adults and youth in Lincoln/Lancaster County. Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for Leadership Lincoln’s staff, community volunteers, programs, expansion, and execution of its mission.

Position Summary:The Executive Director is accountable to the Board of Directors and responsible for providing leadership to position the organization as a valuable community asset for growing leaders as catalysts for community change by ensuring that strategic and operating plans align with the mission and objectives, promote revenue, sustain long-term viability and growth and effectively position the organization as best practice in its field.

**Responsibilities**

**Leadership & Management:**

Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, and communications; recommend timelines and resources needed to achieve the strategic goals.

Actively engage and energize volunteers, board members, event committees, alumni, partnering organizations, and funders.

Develop, maintain, and support a strong Board of Directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing local operations as well as participation at the national level.

Lead, coach, develop, and retain Leadership Lincoln’s staff and volunteer committees.

Ensure effective systems to track progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.

**Fundraising & Communications:**

Actively develop an external presence and relationships to garner new funding, programming and collaborative organizational opportunities.

Expand local revenue generating and fundraising activities to support existing program operations and future expansion while simultaneously retiring any existing debt.

Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.

**Planning & Public Relations:**

Identify future opportunities; develop and champion strategic planning processes for program expansion in new directions.

Build effective partnerships for new opportunities, establishing relationships with existing and potential funders, and political and community leaders.

Be a recognized and respected presence in the community who communicates program results with an emphasis on the successes of the organization.

**Conditions of Employment:**

Possess a valid driver’s license and use personal vehicle for work-related purposes.

Occasional travel required to include out of town/state and overnight.

The work environment is typically quiet, smoke-free and involves the use of computers and a phone system.

Maintain, convey, and express a positive and professional image and attitude, at all times.

**Qualifications**

All candidates should have proven leadership, strategic and operational planning, budget and finance, coaching, and relationship management experience.

Demonstrable experience and other qualifications to include:

* Bachelors Degree in a related field, Masters Degree in a related field is preferred, with at least five years of progressively responsible management experience, including familiarization with community leadership development; a track record of effectively leading a performance and outcomes-based organization and staff; the ability to point to specific examples of having developed operational strategies that have taken an organization to the next stage of growth.
* Strong marketing, public relations, and fundraising experience with the ability to successfully engage a wide range of stakeholders and cultures. Ability to deal effectively and professionally with the on-going pressures and demands of community outreach and public relations for the organization
* Demonstrated success working with a Board of Directors with the ability to cultivate existing board member relationships. Ability to work effectively in collaboration with diverse groups of people.
* Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and presentational ability.
* Skill in program development and multidisciplinary project management.
* Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning. Ability to quickly analyze situations or problems as they arise, and make spontaneous and effective decisions.
* Passion, integrity, positive attitude, mission-driven, and self-directed: with proven ability in organizational leadership and management; the ability to coach staff, manage, and develop high-performance teams; develop and achieve strategic objectives; success in fund raising and managing to budget.

Salary Range: $78,000-$88,000 depending on experience.

Application inquiries, letters, and resumes must be submitted electronically to Nola Derby-Bennett, Personnel Committee, at noladerby@yahoo.com, review of applications will begin on February 24, 2020.