



Job Announcement

Executive Director – Leadership Cumberland

Location: Cumberland County, Pennsylvania
Sector: Nonprofit
Employee Type: 40 hours per week
Posting Date: September 19, 2016
Submission Deadline: October 17, 2016

Job Summary:

The Executive Director is responsible for the organization's consistent achievement of its mission through board adopted strategic goals and objectives.

Leadership Cumberland Mission:

LC engages and enhances leadership that serves our community through identified values

Leadership Cumberland Vision:

Inspiring a legacy of influential community leaders

Organizational Background:

LC started in the fall of 1989 after a year of research and planning by the Greater Carlisle Area Chamber of Commerce. The mission was to develop a program that would serve the community by developing individuals to become effective leaders in both the community and in the work place. Since inception, more than 500 individuals have graduated from the program.

Leadership Cumberland core program of Fellows represent a diverse group of area employers to include banking, law, healthcare, government, production, education and nonprofit organizations. While our Fellows differ in age, background and professions they share one common trait – the motivation and desire to take on greater responsibilities in the community and at work. The main focus of Leadership Cumberland is a 10-month course with five outcomes: leadership theory and practice; personal skill development; community service; networking; and knowledge of the county and region.

Leadership Cumberland has directly impacted the community for many years by linking graduates with nonprofit and public services looking for volunteers and board members. Today, Leadership Cumberland has expanded on that influence through Executive Connections for established leaders, Leaders@Lunch honorees, alumni mixers, forums and service projects.

Essential Duties and Responsibilities:

- **Board of Directors:**
 - Support an active strategic and operational planning process to ensure LC's mission, goals and objectives are board adopted and achieved in an appropriate and timely manner.
 - Initiate and assist in developing policy recommendations and in setting priorities.
 - Keep the board and officers fully informed on the condition of the organization and all important factors.
 - Develop, in cooperation with the board chairperson, meeting agendas to ensure the opportunity for the board to fulfill all responsibilities effectively.
 - Support board chairperson's efforts to involve board members at optimum level.
 - Work with the board to raise funds and develop other resources.
 - Collaborate with the board chairperson to ensure effective and efficient board committee structure and composition.
 - Coordinate recruitment of Fellows, Executives and sponsorships with the Board and all Committees.

- **Curriculum and Marketing:**
 - Ensure excellent curriculum is in place for LC Fellow and Executive programs supported by outstanding faculty as well as amenities and materials.
 - Evaluate current curriculum with ongoing research and design of new curriculum models.
 - Provide research showing if identified outcomes and quality standards are being met.
 - Attend and ensure successful execution of Fellow and Executive sessions, LC events and major alumni activities.
 - Provide advice and guidance to Curriculum Committee in program design.
 - Interact with Fellowship sites to secure meaningful learning experiences for the Fellows.
 - Coordinate applications and acceptance of Fellows with the Curriculum Committee.
 - Support the Marketing & Resource Development Committee through adherence to the marketing plan, routine and current social marketing releases and use of other communication vehicles.

- **Administration, Resource Development and Fiscal:**
 - Staff corporate and event sponsorships and an annual appeal in conjunction with the Marketing & Resource Development Committee.
 - Develop and administer operational policies.
 - Organize Leaders@Lunch in conjunction with the Marketing & Fund Development Committee.
 - Provide support for all financial development activities or opportunities.
 - Oversee the flow of funds to ensure steady progress toward goals, achievement of the mission and proper allocation.
 - Develop, recommend and monitor annual budget.
 - With the Treasurer establish and implement appropriate checks and balances; approve expenditures.
 - Work with Treasurer to provide for proper fiscal record-keeping and reporting and to ensure effective audit trails
 - Ensure compliance with funding sources and regulatory requirements.

- Personnel:
 - Maintain a climate that attracts, retains, and motivates top quality staff and volunteers.
 - Administer board-approved personnel policies.
 - Ensure proper (legal) hiring and termination procedures.
 - Oversee any and all disciplinary actions.
 - Provide for adequate supervision of staff and volunteers and complete performance evaluations and recommendations for salary levels for staff.

- Community Outreach:
 - With Board Chairperson serve as chief spokesperson for LC and ensure proper representation to various constituencies.
 - Assist and support alumni needs and activities.
 - Ensure appropriate representation of LC by all volunteers and staff.
 - Serve as a liaison to the Fellowship sites.
 - Attend expos and other public opportunities within the context of the budget and other duties.

Education and Experience:

- Bachelor of Science or Arts degree and a minimum of five years of management experience in a leadership position; or an equivalent combination of education and experience.
- Experience in fundraising and developing relationships with faculty, Fellows, local businesses and corporations.
- Experience in the nonprofit sector and demonstrated experience in working with volunteers and a board of directors.
- Demonstrated leadership skills and abilities.
- Experience in program development and design; facilitation of diverse groups and group processes; knowledge of experiential learning model preferred.
- Ability to interact and develop professional relationships with community leaders.
- Broad understanding of Cumberland County's issues and resources within the context of the region.
- Valid driver's license. Able to provide own transportation to program sites and office.
- Able to work flexible hours including evenings and weekends.
- Able to sit and stand for extended periods of time; ability to lift up to 30 pounds.

To Apply:

Interested applicants should e-mail a cover letter, resume and three references to director@leadershipcumberland.org. You will receive a confirmation of receipt of your resume within five calendar days of submitting your application. If you do not receive a confirmation within five days or if you have any questions, please contact Mr. Joseph Vancosky at 717-701-2224. The initial deadline for interested applicants is October 17, 2016. But this position announcement will remain open until filled.