



## EXECUTIVE DIRECTOR IDEAL CANDIDATE PROFILE

The Leadership Center, a brand for the leadership programs of the Kentucky-based Paducah Area Chamber of Commerce, works toward advancing the talent pipeline to support Paducah's businesses, community organizations and future economy. At this time, the Paducah Chamber is recruiting an experienced, entrepreneurial leader to become the first Executive Director of The Leadership Center.

### THE LEADERSHIP CENTER: A PROGRAM OF THE PADUCAH AREA CHAMBER OF COMMERCE

Leaders aren't simply born. They are mentored, challenged and supported. The Leadership Center is building the leaders the Paducah community needs for the 21st century and beyond. The Chamber created the Center to showcase what is possible and to demonstrate that the Paducah area truly believes that vision and success comes from thoughtful preparedness.



*Mission: To develop and equip leaders through comprehensive programs and training.*

*The vision for the Center is to be a best-in-class provider developing leadership talent to contribute to its region's progress and growth. The Leadership Center rests on six pillars:*

- *Inclusive – All are welcome, not just Chamber members.*
- *Collaborative – The Leadership Center board, staff, facilitators and participants will work together for the benefit of their community.*
- *Leadership – Individuals will benefit from leadership training, skill and relationship building and networking opportunities.*
- *Inspiring – As individuals have more confidence in their abilities, they will be inspired to become more involved and assume more responsibility.*

- *Develop – This continuum of more confident and experienced individuals will be an asset and create a competitive advantage for the community.*
- *Mentors – Mentorships will be offered in all areas of the Center’s programming.*



The Paducah Chamber is a 5 Star Accredited Chamber by the U.S. Chamber of Commerce and two-time recipient of the prestigious Chamber of the Year Award from the Association of Chamber of Commerce Executives. It is also active with the Association of Leadership Programs.

## PROGRAMS AND SERVICES

The Leadership Center, a 501(c)(3) nonprofit organization, helps emerging and experienced leaders enhance and develop the skills to lead into the future with confidence and vision, and to inspire future generations.

**Programming.** Under the brand of The Leadership Center and housed within the Paducah Chamber are the Chamber’s signature programs including Leadership Paducah, Youth LEAD, the Leadership Paducah Alumni Association, Paducah Young Professionals, Educator Externships and the Intern Initiative. The Chamber is also coordinator of Leadership West Kentucky, the new regional leadership program of the West Kentucky Regional Chamber Alliance. The Chamber plans to establish new programs as identified by the new Executive Director and based on community needs.

**Cooperative.** The Leadership Center is intentional in not duplicating what others are already doing but rather building upon opportunities for emerging and existing leaders as a complement to other existing programs, and serving as a home for new programs and resources. The Chamber will work closely with West Kentucky Community and Technical College and Murray State University to enhance and expand offerings in the community.

**Outcomes.** Measurements and outcomes for all programs are monitored as applicable.

**Investors.** Businesses and individuals are invited to become investors to allow the Center to provide more impactful leadership development to those in all stages of their career, to prepare them to move the community forward. Foundation grants and sponsorships are used to cover basic costs, to grow and enhance the Center’s offerings, and to establish new programs.



## **THE ROLE OF THE EXECUTIVE DIRECTOR**

The Paducah Chamber is searching for its first Executive Director of The Leadership Center who will provide visionary leadership to guide the organization with strategies that will continue to serve its members and the broader employer community.

The Executive Director has overall strategic and operational responsibility for leading and managing the organization. Working closely with the CEO of the Paducah Area Chamber of Commerce, as well as with members, staff, board members and other stakeholders, the Executive Director ensures that The Leadership Center is delivering value to the Chamber's members and the community and is fulfilling its mission.

The Executive Director is expected to lead The Leadership Center into the next chapter of growth. The Executive Director will guide and support the organization's mission and will work in partnership with the CEO of the Paducah Area Chamber of Commerce and board to grow and strengthen the organization's brand identity, steward the necessary resources to support the organization's mission and develop programs to meet the needs of the community served.

The Executive Director will be expected to:

- Develop a long-term vision for The Leadership Center in partnership with the Chamber of Commerce CEO.
- Align programs with the needs of the business community.
- Work collaboratively with the board, existing staff members of the Chamber, members, and other critical stakeholder groups to build positive and productive relationships that drive results.
- Lead an organization that is vital to talent attraction, development, and retention.

## **IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES**

The position requires a bachelor's degree or equivalent experience and knowledge in a related field, as well as five or more years of executive nonprofit or organizational leadership experience with goal setting and strategic planning.

In addition, the ideal candidate will demonstrate:

- Experience casting a vision, cultivating buy-in, and implementing programs.
- Strong writing, verbal, and public speaking communication skills.
- Experience working with a board of directors or similar governance model.
- The ability and commitment to engaging and promoting partnerships of persons and organizations from a culturally diverse landscape and/or backgrounds.
- Strong work ethic with a high degree of energy.
- Relationship building ability and strong interpersonal skills.

- Strong knowledge of best practices and trends in leadership development.
- Skill in needs assessment and advocacy.
- Experience with grant writing and fund development.

The organization seeks a highly transparent leader with uncompromising integrity who resides within or is willing to relocate to the Paducah, Kentucky area.

## COMPENSATION

The Paducah Chamber is prepared to offer a competitive salary and benefit package to the candidate selected to be their new Executive Director of The Leadership Center. In addition, this position offers an opportunity to join a dedicated community that is striving to build multigenerational and inclusive community leadership for Paducah.

## CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Gregory Nielsen, Executive Vice President, at [gregory@dcm-associates.com](mailto:gregory@dcm-associates.com). If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Dr. Yvonne Styles, Executive Vice President, at [yvonne@dcm-associates.com](mailto:yvonne@dcm-associates.com).



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January 23, 2024