



# Neighborhood Leadership Development Program

## Lead Coach Scope of Services

The Neighborhood Leadership Development Program (NLDP) is a fourteen-year-old program that uniquely develops the diverse leadership abilities of engaged Clevelanders who are committed to creating a city and region which works for everyone. NLDP is a program of the Jack, Joseph and Morton Mandel Foundation.

NLDP is comprised of three interlocking program facets. The program's core curriculum is an eleven-month sixteen-session leadership training and development program. Secondly, NLDP manages a multi-layered graduate support program. The third facet is the provision of consistent program coaching for participants and graduates of the program. All program coaches are retained as part time consultants.

Reporting to the Program Director, the Lead Coach is responsible for providing individual coaching to participants and graduates, as well as, providing input on the integration of the coaching content into the curriculum. The Lead Coach will carry out the following responsibilities:

### Essential Responsibilities:

- Provides advice and counsel to the Program Director on program matters as requested.
- Provides individual coaching to assigned NLDP participants including one coaching session between each program session.
- Provides Program Director with written Coaching Update Report the Wednesday before each program session. The report will include a statistical breakdown of the number of coaching sessions held by each coach with program participants between sessions.
- Attends all sixteen Saturday NLDP group sessions and participates as appropriate.
- Attends and provides feedback regarding the progress being made by the current cohort in up to three internal debriefing sessions.
- Administers and reviews the Kolb Learning Styles Inventory and the Korn Ferry Emotional and Social Competency Inventory.
- Coordinates and/or leads one or more program sessions.

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- Provides professional input on the revisions of existing NLDP sessions or the creation of new sessions.
- Provides leadership in the development of one or more program sessions.
- Monitors and documents progress between participants and coaches.
- Advises and seeks input from the Program Director regarding all coaching matters.
- Assists the Program Director with session preparation including the review of session content provided by the presenter and participates on conference calls, if requested.
- Provides support to the Program Director as needed at the sessions.
- Provides one article on coaching to the NLDP Newsletter per year.

#### **Qualifications:**

- A Master's degree or equivalent experience with emphasis in social work, nonprofit management, psychology, and/or education.
- Five or more years of experience in coaching, working within community organizations and/or schools preferred. A working knowledge of nonprofit organizations within Cleveland and its inner ring suburbs also preferred.
- Applicant must show he/she possesses the leadership capacity to lead the Program Coaches and can provide timely assistance and feedback to the Program Director.
- Have expert knowledge and understanding of leadership development coaching methods and procedures.
- Extremely strong organizational, writing, verbal, and interpersonal communication skills
- Creativity and flexibility are essential in assuming significant responsibility.
- Experience working in racially, ethnically, and socio-economically diverse urban communities preferred.
- Possesses high quality level of communication and management skills.

Email your Cover Letter, Resume and three (3) References to: [skluk@nldpcleveland.com](mailto:skluk@nldpcleveland.com) no later than 5:00 pm on February 19, 2021.

For more information about NLDP go to [www.nldpcleveland.com](http://www.nldpcleveland.com)

#### **NLDP is a Program of The Jack, Joseph and Morton Mandel Foundation**

The mission of the Jack, Joseph and Morton Mandel Foundation is to contribute to the flourishing of the United States and Israel as just, inclusive, compassionate and democratic societies, and to improve the quality of life of all citizens in both countries. The Foundation's major areas include leadership development, management of nonprofits, humanities, Jewish life and urban engagement.

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