



Position Posting - October 4, 2021

Position Title: Executive Director

Classification: .75 - 1.0 FTE (to be determined), Exempt

Organization:

Founded in 1993 by a group of community leaders, Leadership Clark County (LCC) is a nonprofit, nonpartisan civic leadership program. LCC's mission is to develop effective leaders to enrich a thriving community.

Leadership Clark County offers a 9-month leadership development program that focuses on topics that impact the community, including diversity, equity, and inclusion (DEI), education, economics, social services, community health, and more. With over 800 alumni and growing, LCC's graduates serve the community as nonprofit board members, civic & business leaders, and elected officials.

Learn more about us at: <https://www.leadershipclarkcounty.com/>.

Position Purpose:

The Executive Director oversees all Leadership Clark County operations, programs, and volunteer activities in a coordinated effort to carry out LCC's mission.

The LCC Executive Director works towards developing effective leaders to enrich a thriving community in Clark County, WA. The Executive Director is charged with administering the policies of Leadership Clark County (LCC), leading and conducting the day-to-day business of the organization, and managing the assets of LCC as directed by the LCC Board of Directors. As an ex-officio member of the Board and committees of the organization the Executive Director's role is integral to progressing the vision of the organization.

Organization Structure:

As a 501c3 nonprofit organization, Leadership Clark County currently employs one position, the Executive Director, (with the possibility for additional staff in 2022.) The ED role is .75 - 1.0 FTE (to be determined.) Supporting the organization are eight active committees and a Board of Directors composed of volunteers, most of whom are alumni of the program. Along with the Board of Directors the committees focus on: Curriculum, Development, Marketing, Recruitment, Governance, Finance, and Alumni.

Reporting Accountability: The Executive Director reports to the LCC Board of Directors, with a primary reporting function to the Board Chair.

Essential Duties and Responsibilities:

- Promote and engage Board Members in the vision, mission, and goals of LCC. Keep the vision fresh and relevant to community needs.
- Implement the organization's strategic plan.
- Oversee financial assets while ensuring compliance with organization, federal, state, and local regulations.
- Assume leadership of and develop accountability measures for advancing diversity, equity, and inclusion efforts within organization culture, policies, programs, and practices.
- Oversee and coordinate, with the support of volunteers, all aspects of the nine-month leadership program.
- Manage volunteers with transparency, guidance, and regular engagement to achieve LCC's goals.

Minimum Qualifications

- Three years of experience working in a lead, supervisory role with volunteers.
- Leadership experience advancing diversity, equity and inclusion resulting in organizational change.
- Demonstrated personal commitment to progressing diversity, equity and inclusion.
- Three years' of active fundraising success including individual campaigns, corporate sponsorships, and grant proposals.
- Financial aptitude with budgets and reporting.
- Demonstrated ability to manage multiple independent initiatives within strategic boundaries set by board.

Additional Desired Skills and Abilities:

- Language skills beyond English are a plus.
- Diverse cultural backgrounds and experiences are a plus.
- Knowledge of organizations and educational entities in Clark County is a plus.
- Demonstrated ability to motivate and guide volunteers to achieve organizational goals and objectives. Strong team-building skills emphasizing organizational goals and mission-oriented success.
- Demonstrated project management and organizational skills consistent with the role.
- Demonstrated excellent verbal and written communication skills in small group and public settings with training in active listening and DEI.
- Demonstrated proficiency with standard office automation tools including but not limited to the MS Office Suite. Desktop publishing, Adobe Creative Suite, Quickbooks and standard database application experience strongly preferred.
- Able to provide own transportation in the SW WA/Greater Portland area in the execution of above duties.
- Prior working knowledge of LCC or similar organization is highly desired.
- Prior instructional design experience highly desired.

Compensation: \$48,000 - \$60,000 salary. \$250/month health care stipend. Flexible schedule including paid time off.

To Apply: Send a resume and cover letter to Hiring@LeadershipClarkCounty.com. In your cover letter, please share how your experiences align with the qualifications in the announcement.

The position will be open until filled. Priority application date: 10/25/21.

LCC provides equal employment opportunities to all employees and applications for employment without regard to race, color, religion, gender, gender expression and identification, sexual orientation, national origin, age, physical or mental disability, genetic information, marital status, amnesty, or status as covered veteran or any other classification protected by federal, state, and local laws.