



EXECUTIVE DIRECTOR

2021 POSITION ANNOUNCEMENT

Leadership DeKalb (LD) invites applicants for the position of Executive Director (ED) to oversee governance and operations, and to lead the charge in establishing new pathways to private and public resources that will generate sustainable programs and activities that support the organization's mission. The Executive Director will provide vision as well as strategic leadership to the LD organization, which includes 23 highly dedicated board members, two staff members and over 1000 alumni. The ED will be thoroughly committed to Leadership DeKalb's mission. The ED is a representative of the organization and is expected to operate at all times with a level of integrity and professionalism generally expected of such a representative.

Leadership DeKalb is a respected leadership development program in DeKalb County, Georgia, which convenes and connects leaders, informs them on matters vital to the county and enhances their leadership skills. This strengthened pipeline of talent immerses in the public, private and not-for-profit sectors, thereby advancing quality of life in DeKalb. With a focus on the entire county, Leadership DeKalb positions current and emerging leaders – reflecting the area's rich diversity – to unite, commit and act to make DeKalb a premier place to live, work and enjoy life. Leadership DeKalb class members learn about the history, diversity, government, justice, arts and culture, education, health and economic development in the county. Classmates and alumni gain access to leaders in all of these sectors. With over 1,000 alumni, LD facilitates long-term leadership sustainability. Graduates of the program include CEOs of top public and private companies, educators, judges, entrepreneurs, volunteer and nonprofit leaders, as well as a large number of elected officials from DeKalb County and around metropolitan Atlanta,

OVERVIEW OF THE POSITION

Status: Exempt

Reports to: Board of Directors

The Executive Director of Leadership DeKalb is a full-time exempt position. Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for Leadership DeKalb's staff, programs, expansion, fund development and execution of its mission. The ED will develop deep knowledge of field, core programs, operations and business plans.

Core Duties and Responsibilities

Leadership & Management:

- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve strategic goals
- Actively engage and energize LD volunteers, board members, event committees, alumni, funders, partnering organizations and other stakeholders
- Develop, maintain and support a strong board of directors; serve as ex-officio of each board committee, seek and build board involvement with strategic direction for ongoing operations
- Lead, coach, develop and retain LD's high-performance staff/team
- Ensure effective systems to track scaling progress and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders and other stakeholder groups

Fundraising & Communications:



- Expand revenue generating and fundraising activities to support existing program operations, while executing fundraising initiatives to drive revenue assurance to support operations and programs
 - Develop letters of request, arrange meetings, attend with appropriate board member(s) and follow up
 - Recognize that relationships are the basis of ongoing support
 - Stay in close communications with donors and potential donors
 - Express appreciation by showing how their support has been publicized
 - Describe ongoing progress and impact of the organization
- Deepen and refine all aspects of communications—from digital media presence to external relations with the goal of creating a stronger brand
- Use external presence and relationships to garner new opportunities for the organization and its alumni

Planning & Strategic Relationships:

- Guide strategic plan development, while engaging the board and other key stakeholders in the process. Move this process forward, including writing and updating the plan itself based on input from the board and relevant committee(s)
- Establish opportunities to collaborate with other organizations with similar objectives and vision
- Seek out and cultivate new relationships with community partners and donors, as well as individual leaders

Operations and Budgetary Control

- Develop budgets and drive favorable actuals to budget performance
- Control costs commensurate with the size and scale of leadership DeKalb
- Ensure favorable return on investment on events and initiatives and meet targets/expectations of the board
- Meet objectives as outlined in the Leadership DeKalb strategic plan

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited college or university required. Advanced degree preferred
- Minimum of six (6) years of professional experience serving in significant leadership and/or management roles (preferably in a nonprofit organization)
- Demonstrable experience in obtaining major gifts and successful recruitment of financial sponsors and partners

SKILLS AND REQUIREMENTS

- Direct knowledge of budget development, financial management and reporting, personnel management, and, ideally, hands-on experience with fund development



- A vision for leading an alumni-based organization and running a non-profit business
- Experience reporting directly to a Board of Directors and can demonstrate significant Board of Directors relations experience
- Ability to inspire, motivate, and bring people together with a relaxed, professional, respectful, energetic and positive demeanor
- Solid customer service ethic and high expectations for quality
- A strong sense of integrity; an honest, ethical individual sharing the values of the organization and the individuals and stakeholders who make up LD
- Strategic thinker with the ability to create and sustain partnerships and manage day to day operations and staff
- Decisive and inclusive decision-maker with strong administrative competency
- Proven record of effectively leading and scaling a performance-and outcomes-based organization and staff
- Proven experience developing and implementing strategies that have taken an organization to the next stage of growth
- Exceptional leadership presence and experience serving as a spokesperson for an organization, with demonstrated ability to leverage organizational visibility and credibility
- Strong written and verbal communication skills (bilingual proficiency is a plus); a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Proven fundraising experience to secure public and private contributions and donor partnerships; and a proven record in fundraising from a variety of sources, including but not limited to grants, corporate gifts, major gifts and individual gifts,
- Ability to manage crisis with urgency and poise

In addition to the above, all candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage a budget
- Strong marketing, public relations, and fundraising and fund development experience with the ability to engage a wide range of stakeholders and cultures
- Action-oriented, entrepreneurial, adaptable and innovative approach to business planning
- Ability to work effectively in collaboration with diverse groups of people
- Passion, idealism, integrity, positive attitude, mission-driven and self-directed

SUPERVISION & EVALUATION

The Executive Director reports to and is evaluated by the Executive Committee of the Board of Directors with final review by the entire Board of Directors and is subject to policies and procedures of the LD organization. The Executive Director may delegate portions of the responsibilities consistent with sound operations and authorized policies and procedures to subordinate workers, but retains accountability for results.



LOCATION

The Executive Director will be expected to work in the City of Decatur in Dekalb County, Georgia at the office of LD. Flexibility for working remotely is available as circumstances require. LD will not reimburse for relocation expenses.

SALARY AND BENEFITS INFORMATION:

Salary will be negotiated, commensurate with experience.

TO APPLY:

For consideration, interested candidates should submit a cover letter and resume by Friday, June 18, 2021. Your cover letter must address your experience and qualifications being sought. Send materials to: edsearch@leadershipdekalb.org with "ATTN: CHAIR Executive Director Search" in the subject line. Applicants may be asked to complete an employment application and authorization for background check following submission. Electronic submissions highly preferred. Interested individuals are encouraged to apply immediately.

In your cover letter, please include a one-paragraph answer to each question:

- What are your two biggest leadership accomplishments?
- What motivates you to want to lead this particular organization?
- What would be your three major goals for this organization?
- In your opinion, what would be your toughest obstacle(s) to achieving these goals?

Please visit: <http://leadershipdekalb.org/> for more information about the organization.

Equal Employment Opportunity Statement

Leadership DeKalb is committed to recruiting, selecting and retaining the best employees by affording equal employment opportunity to all individuals regardless of age, religion, marital status, disability, race, color, ethnicity, pregnancy status, genetic information, gender, sexual orientation and any other characteristic protected by applicable law. This statement also includes those provisions of law that apply in particular to disabled veterans.