



PRESIDENT/CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

THE OPPORTUNITY

The mission of Leadership Greater Huntsville (LGH) is to identify, educate, inspire and connect leaders to build a better community. We are seeking a proven leader to further this mission as the organization's next President/CEO. This role is responsible for direction of all activities of LGH, including board relations, employee supervision, management of all programs, fiscal management, and serving as the organizational spokesperson.

Originally established in 1987 as an initiative of the Huntsville/Madison County Chamber Foundation, the vision of LGH is to create an inclusive community of enlightened and engaged servant leaders. Today, the organization boasts more than 2,800 program graduates and leads six distinct programs (Leadership, Connect, Management Academy, Focus, Challenge and Spark) to fulfill that vision and its mission. We also have an Alumni Association.

THE PERSON

The primary role of the President/CEO is to lead the organization in delivering world-class programming to develop and engage community leaders. To do so, the President/CEO embodies the principles of servant leadership, is passionate about community leadership, and has an unwavering commitment to quality programs and data-driven program evaluation. They demonstrate excellence in organizational management with the ability to coach staff, manage, and develop high-performing teams, set and achieve strategic objectives, and manage a budget. The President/CEO works closely with internal and volunteer teams to craft curriculum and program experiences that meet the unique needs of leaders in our community. The specific responsibilities of the role are outlined below.

We seek staff with diverse backgrounds, talents, interests, and ideas to meet the needs of our growing community. Certain traits consistently shine through for us: passion for our community, enthusiasm for learning, desire for collaboration, ability to take initiative, willingness to give and receive feedback, drive for excellence, and humility.

KEY RESPONSIBILITIES

Curriculum and Recruiting

- Ensure that the quality of the "Leadership Experience" consistently meets or exceeds participant expectations through management of program directors, volunteers and curriculum.
- Regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Coordinate appointments of committee chairs for all programs with program directors.
- Oversee recruiting efforts for all programs.

Financial Oversight

- Manage and oversee all financial and business planning activities, including: financial plans, business policies and accounting practices, and financial reports.
- Plan, coordinate, and execute the annual budget process.
- Oversee and improve administrative and operational accounting services such as payroll, accounts

payable/receivables, Simple IRA Plan, and tax payments.

- Prepare monthly financial reports for board and staff in collaboration with Operations Director.

Fund Development and Community Engagement

- Build new partnerships, both programmatic and financial, by establishing relationships with funders, political and community leaders.
- Lead training and workshops that expand the LGH mission in the community.
- Nurture and support existing funders.
- Grow endowment fund annually.

Marketing/Communications

- Promote and represent LGH in speaking engagements about the organization and leadership.
- Oversee communications strategies that will broaden programmatic reach and deepen impact.
- Serve as primary media spokesperson for LGH.

Strategy, Vision and Leadership

- Lead strategic plan creation and implementation, including coordination of balanced scorecard and dashboard report.
- Ensure consistent quality of program delivery, finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize LGH volunteers, board members, event committees, alumni, partnering organizations, and funders.
- Lead, coach, develop, and retain LGH's team; ensure effective systems to track progress.
- Oversee financial management of LGH to ensure financial goals are met or exceeded.

Board Relations

- Develop, maintain, and support a strong board of directors: serve as ex-officio of each committee, seek and build board involvement with strategic direction for both ongoing operations and future growth through implementation of strategic plan.
- Manage board and plan for monthly meetings in collaboration with the board chair.
- Perform other responsibilities assigned by the board.

Human Resources

- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality through implementation of "Results Only Work Environment" (ROWE).
- Provide professional training and development, including new employee orientation.
- Set staff performance and development goals and monitor/evaluate results through monthly and annual reviews.
- Recruit, hire, and oversee compensation of LGH staff.
- Administer benefits.
- Maintain staff handbook including creating and updating ROWE policies, and maintaining employee files.
- Ensure regulatory and legal compliance.

QUALIFICATIONS

- Graduate of an LGH program (highly preferred); active (dues-paying) member of LGH Alumni Association, preferred.

- Bachelor's degree in business, marketing/public relations, finance or related fields, with 10+ years of management experience. Advanced degree, ideally an MBA, preferred.
- High level of personal and professional integrity
- Passionate and idealistic toward the LGH mission
- Ability to multi-task in a fast-paced environment and successfully communicate with a wide variety of audiences
- Ability to work in collaboration with diverse groups of people
- Track record of effectively leading a performance and outcomes-based organization and staff; ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth
- Relentless attention to details
- Ability to adapt when change presents itself
- Excellent communication skills in all modalities: written, spoken, visual with the ability to represent LGH in speaking engagements and trainings from small groups to 1,000+ audiences.
- Proven experience coordinating high-quality events/programming and managing volunteers
- Demonstrated servant leadership and community engagement
- Maturity in handling circumstances and resolving conflict
- Seeks continuous opportunities to improve and embraces change willingly to meet organizational objectives; creative in program development and execution
- Curriculum design and facilitation experience preferred
- 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
- Past success working with a board of directors and volunteers, with the ability to cultivate existing member relationships
- Demonstrated experience in assuring the accuracy and integrity of financial information, reporting and disclosure requirements, internal controls and management information system
- Proven success in fund development and donor relations/management

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS

- Ability to lift up to 25 pounds
- Ability to sit or stand for extended periods of time
- Regular travel within greater Huntsville region; limited out-of-town travel

To perform this job successfully, an individual must be able to perform each responsibility satisfactorily. We operate in a Results-Only Work Environment (ROWE – learn more at www.gorowe.com/) where we focus on high-quality results. Meeting those results sometimes means working flexible hours including early morning, nights, and weekends. This role is a full-time position. Reasonable accommodations may be made to enable individuals with disabilities to perform the key responsibilities.

TO APPLY

If you believe this is your just-right position, please submit a resume and cover letter on or before Friday, May 9, 2024, to LeadershipGreaterHuntsvilleCEO@gmail.com. Any questions can be directed to this email address as well.