



LEADERSHIP MEDINA COUNTY is seeking a full-time Interim Executive Director

About Leadership Medina County

A 501(c)3 organization, Leadership Medina County is a nonprofit, educational and leadership development organization which exists to build and maintain a county wide network of talented, responsible, and dynamic leaders, who learn first-hand about issues facing Medina County and who serve by assisting in addressing those issues.

Leadership Medina County carries out this mission through civic programs, leadership courses, professional development courses, and events designed to inspire, challenge and connect people at all levels of leadership development.

About the Interim Executive Director position

Reporting to the Executive Committee of the Board of Trustees, the Interim Executive Director will oversee the programming, operational, administrative, financial and HR obligations of the organization while the Board Search Committee engages in a search process for the permanent Executive Director. The Interim Executive Director will serve as the primary point person the 2024 Signature Program and oversee the leadership of the LEAD Institute, Junior Leadership and CLT programs. Additionally, the Interim Executive Director will oversee the Interim Administrative Coordinator.

The interim Executive Director position is full-time.

The ideal candidate will be a dynamic leader with deep understanding of the mission of Leadership Medina County and familiarity with Medina County, to execute on activities that support the organization's mission.

Responsibilities include:

1. Working with the Board of Trustees:
 - a. Carries out the policies established by the Board of Trustees and its committees.
 - b. Reports on the progress of all programs to the Board as appropriate.
2. Overseeing the "Signature Program:"
 - a. Works with the program planning committee to ensure class days are planned and run smoothly.
 - b. Oversees the execution of curriculum and planning details of each class day.
 - c. Facilitates/moderates monthly class days as needed.
 - d. Communicates with session presenters about expectations for their involvement; oversees follow-up by the administrative staff.
 - e. Oversees the logistics associated with each class day.
 - f. Facilitates class projects for each class.
 - g. Oversees design and implementation of evaluation procedures for monthly programs.
 - h. Oversees the sending of thank you letters to speakers and committee.
3. Assisting with other LMC programs:
 - a. Assists the Directors of other LMC programs in developing and managing the program as outlined by the Board of Trustees.
4. Representing Leadership Medina County, as needed, throughout the county; activity promotion:
 - a. Speaks to various local organizations on behalf of LMC as opportunities arise.
 - b. Attends meetings with community leaders, as needed.
 - c. Maintains communication with various agencies and corporate sponsors.
 - d. Promotes the events of LMC.

5. Maintaining communication with alumni and coordinating committees:
 - a. Oversees the contact of alumni through various LMC events, broadcast e-mails, e-newsletter, LMC web site, and social media
 - b. Assists with development of educational programs and providing a forum for networking.
 - c. Serves as the primary liaison and facilitator of the numerous Board, program, fundraising and event committees.
 - d. Works with administrative staff to coordinate committee logistics.
6. Overseeing LMC finances:
 - a. Works collaboratively with the Treasurer of the Board of Trustees and the bookkeeper to effectively track all financial transactions.
 - b. Approves and disperses expense reimbursements.
 - c. Prior to reconciliation by bookkeeper, reviews and approves credit card statements.
 - d. Oversees the bookkeeper and administrative staff in regular, financial administration, including AP, AR, check handling, and other banking.
 - e. Oversees and assists with LMC fund raising activities as needed.
 - f. Oversees the preparation of sponsor proposals.
7. Managing the Leadership Medina County staff and overseeing operation of the office:
 - a. Oversees contractors as needed, for example technology support.
 - b. Oversees the tracking of PTO and other staff time.

Qualifications and desired skills:

Education and/or Experience

- Bachelors Degree
- Extensive experience in a professional environment; nonprofit experience preferred
- Experience leading volunteers and organizing committees
- Graduate of a community leadership organization preferred but not required

Technical Skills

- Proficient with Microsoft Office Suite applications, Google applications (example: Google Docs, Google Calendar), Sign-Up Genius, Cloud file sharing applications (example: Dropbox), Data Entry and Retrieval
- Proficient in the usage of Social Media platforms

Organizational and Communication Skills

- Demonstrated proficiency with decision-making, budgeting, facilitating groups, public speaking
- Excellent written and verbal communication skills
- Experience with large and small group presentations
- Candidate must be politically neutral in communications

Other Abilities

- Relationship building with county entities including for-profit and nonprofit organizations
- Strong professional network
- Ability to work flexible hours to meet the needs of the organization
- Valid Ohio Driver's License and Annual Proof of Automobile Insurance
- Successfully pass FBI/BCI background check upon initial hire and subsequent timelines

Please apply by submitting a cover letter (letter of interest) and resume to LMCsearch2023@gmail.com. **Deadline for application, Monday, August 7th, 2023.**

Leadership Medina County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.