



LEADERSHIP MEDINA COUNTY is seeking an Executive Director

About Leadership Medina County

A 501(c)3 organization, Leadership Medina County (LMC) 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.

Are you who we are looking for to be our next leader?

Are you a visionary leader with positive energy, ready to rally the LMC team and greater community members around a shared purpose and the mission of LMC? Do you have a love of Medina County and an interest in creating programs that serve and are of benefit to the community? Strong, positive relationships in the Medina non-profit and for-profit community are a plus! Are you skilled at fundraising with the ability to “close” on productive sponsorships and major donor relationships? Do you enjoy the process of relationship building and serving in a “face-of-the-organization” capacity? Do you consider yourself to be approachable— a consummate and empathetic communicator? Have you ever been described as “unflappable?” You might be just who we are looking for to lead LMC!

About the Executive Director (ED) position

Reporting to the Executive Committee of the Board of Directors, the Executive Director is responsible for fulfilling the mission of Leadership Medina County (LMC). S/he acts as a liaison between the board, LMC employees, committees, alumni, class participants, sponsors, program speakers and other individuals, organizations and stakeholders in the county. The ED is also responsible for developing, coordinating, directing, and tracking the Signature Program. Additionally, the ED will provide oversight to the fiscal viability of the organization, provide oversight for all other programming, facilitate operations management, and will act as the primary representative for LMC.

The Executive Director will oversee several direct reports: the Interim Administrative Coordinator, the Director of Leadership Development, and the Director of Junior Leadership Medina County.

The Executive Director position is full-time, with occasional evening and weekend hours.

Responsibilities include:

1. Working with the Board of Directors:
 - a. Works with Board of Directors to set, implement, and monitor progress on strategic goals.
 - b. Carries out the policies established by the Board of Directors and its committees.
 - c. Reports on the progress of all programs to the Board as appropriate.
 - d. Works with the President of the Board to ascertain appropriate actions, organize meetings, implement policy decisions, etc.
 - e. Completes regular communications with the Board, including the Monday Board message.
 - f. Organizes Board retreats as needed.
2. Fundraising:
 - a. Directs a variety of fundraising methods, including but not limited to grant writing, sponsorship engagement, major donor requests, and member appeals.
 - b. Oversees fundraising events for the organization.
 - c. Encourages membership growth and support.
3. Working to generate a group of qualified candidates as well as participating in the process of selecting candidates for the Signature Program:
 - a. Attends all meetings relating to the selection of candidates.

- b. Provides or facilitates the provision of appropriate information and application materials to for-profit and non-profit organizations.
 - c. Provides necessary information and guidance during selection process.
 - d. Oversees the notification of appropriate persons of the outcome of the selection process.
 - e. Reviews selection process annually with the Selection committee.
4. Overseeing the "Signature Program:"
- a. Works with the program planning committees 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.
 - d. Communicates with session presenters about expectations for their involvement; oversees follow-up by the administrative staff.
 - e. Oversees the welcome letter to new class members.
 - f. Plans opening and closing retreats as well as graduation (with the committees as needed).
 - g. Oversees the logistics associated with each class day.
 - h. Facilitates class projects for each class.
 - i. Facilitates out-of-class opportunities.
 - j. Communicates with current class as needed, including application status when in the initial phase of the program.
 - k. Oversees design and implementation of evaluation procedures for monthly programs.
 - l. Oversees the sending of thank you letters to speakers and committees.
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 Directors.
 - b. Oversees the financial stability of all LMC programs.
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. Serves as "the face" of the organization by representing LMC at community events, including, but not limited to, chamber events, fundraisers, Medina County Economic Development meetings, etc.
 - d. Oversees the development and updating of brochures, news releases, and web site, and other social media in order to promote LMC.
 - e. Maintains communication with various agencies and corporate sponsors.
 - f. Oversees certain event details, including marketing materials and event scripts.
 - g. Promotes the events of LMC.
5. Maintaining communication with alumni and coordinating committees:
- a. Promptly fields inquiries via, email, voice, and text which can occur simultaneously at times.
 - b. Oversees the contact of alumni through various LMC events, broadcast e-mails, e-newsletter, LMC web site, and social media.
 - c. Assists with development of educational programs and providing a forum for networking.
 - d. Serves as the primary liaison and facilitator of the numerous Board, program, fundraising and event committees.
 - e. Oversees the assisting of alumni with their involvement in community activities and LMC events.
 - f. Works with administrative staff to coordinate committee logistics.
6. Overseeing LMC finances:
- a. Works collaboratively with the Executive Committee and the Board of Directors to create and adopt an annual budget.
 - b. Works collaboratively with the Treasurer of the Board of Directors and the bookkeeper to effectively track all financial transactions.
 - c. Approves and disperses expense reimbursements.
 - d. Prior to reconciliation by bookkeeper, reviews and approves credit card statements.
 - e. Oversees the bookkeeper and administrative staff in regular, financial administration, including AP, AR, check handling, and other banking.
 - f. Oversees and assists with LMC fund raising activities as needed.
 - g. Directs the fundraising efforts of other LMC staff.
 - h. Oversees the preparation of sponsor proposals.

7. Managing the Leadership Medina County staff and overseeing operation of the office:
 - a. Interviews, hires, and trains staff as need arises.
 - b. Rallies the team around a shared purpose, and drives the organization towards positive change.
 - c. Manages staff working in hybrid situation.
 - d. Conducts annual, written performance appraisals of staff and makes recommendations to Board of Trustees regarding staff compensation.
 - e. Oversees the tracking of PTO and other staff time.
 - f. Vets and approves benefits for staff.
 - g. Oversees contractors as needed, for example technology support.

Qualifications and desired skills:

Education and/or Experience

- Bachelors Degree
- Extensive experience in a professional environment; nonprofit experience preferred
- Experience working with a board of trustees, 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
- Experience with CRM programs preferred (LMC utilizes Neon)
- 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

Other Abilities

- Politically neutral in all communication and when representing the organization; inclusive of many types of individuals and beliefs
- 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 statement of interest and resume to LMCsearch2023@gmail.com. **Deadline for application: Monday, November 6th, 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.