



We develop leaders to engage the power of diverse perspectives to improve our world.

EXECUTIVE DIRECTOR JOB DESCRIPTION

Board of Directors

Officers:

Barbara Taft, *Pres.*
Lacey MacLeod, *V.Pres.*
Craig Luchtefeld, *Sec.*
Kathy DeWerff, *Treas.*

Board Members:

Sonya Gong Jent
Myra Gordon
Sunish Menon
Santosh Raut
Rell Richards
David Shields
Tracey Siems
Michael Wolf
Ani Yazedjian

Board Liaison:

Tony Coletta,
Advisory Council Chair

Role:

The Executive Director (ED) is responsible for leading the overall strategic direction and operation of Multicultural Leadership Program and Institution (MCLP). The ED oversees all staff, programs and expansion, and ensures alignment with MCLP's vision to develop leadership that fosters a thriving, inclusive world.

The ED will be expected to develop deep knowledge of MCLP's core programs, operations, and business plans. The ED will ensure the organization has a long-term strategy which achieves its mission and makes consistent and timely progress.

- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff. Carry out plans and policies authorized by the Board.
- Promote active and broad participation by volunteers in the organization's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations in a timely manner.
- Maintain a working knowledge of significant developments and trends in leadership development and training.

Responsibilities:

Fundraising and Communication (50%)

- Cultivate MCLP revenue generating and fundraising activities to support existing and expanding operations. Write funding proposals to increase the funds of the organization.
- Work with staff and the Board to prepare a comprehensive budget. Develop and implement comprehensive marketing and public relations strategy to create a strong MCLP brand.
- Expand existing donor network. Create new opportunities and new partnerships with individuals, businesses and community organizations.
- Engage alumni and promote a culture of stewardship and support
- Represent MCLP to communicate the value proposition, work, and mission to agencies, businesses, the public, and supports. Act as the primary public representative to supporting organization and donors.

Growth and Development (20%)

Develop strategies and tactics in the areas of Finance, Revenue, Communications and Marketing to achieve MCLP goals and expansion goals, along with recommended timelines and resources required to accomplish them.



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Leadership & Management (30%)

- Ensure program excellence, program evaluation, and consistent quality of finance administration, fundraising and communications.
- Responsible for the recruitment and employment of paid and volunteer staff.
- Executes performance plan and evaluation of MCLP paid employees to encourage growth in their skills, knowledge and abilities.
- Utilize sound HR practices ensuring staff recruitment and retention processes are in place for paid and volunteer staff.
- Assist staff in meeting strategic initiatives. Support staff in executing fundraising and marketing efforts.
- Engage and energize MCLP board members, event committees, volunteers, partners and funders.
- Develop, maintain and support a strong Board of Directors. Serve on board led committees. Seek and build board involvement with strategic direction for ongoing operations and expansion.

Qualifications:

- Bachelor's degree with well-rounded professional experience.
- 3-5 years demonstrated non-profit leadership, working with board on strategic direction
- Minimum 2 years fundraising experience
- Minimum 3-5 years leading teams and/or projects
- Preferred prior experience with MCLP
- Competence with QuickBooks required.
- Excellence in organizational management with the ability to manage and develop high performance teams.
- Set and achieve strategic objectives and manage budget
- Strong marketing and public relations experience. Persuasive, passionate, mission-driven and self-directed.
- Demonstrated ability of fundraising for nonprofit organization, direct person-to-person or person-to-organization contact.

Key Competencies:

- Reliability, trustworthiness and honesty.
- Strategic thinking and strategy development.
- Business development through partnership formation.
- Excellent verbal and written communication skills.
- Fundraising proficiency.

Work Requirements:

- Regularly lift and carry 25 pounds, occasionally up to 50 pounds.
- Work with the public, including public speaking.
- Ability to travel to various locations within the community regularly for events, meetings, including transporting supplies and climbing stairs.
- Flexible hours with occasional evening and Saturdays.

The above statements describe the general nature and level of work and are not an exhaustive list of all required responsibilities,