

POSITION TITLE: Executive Director
RESPONSIBLE TO: Board of Directors (Board Chair and Executive Committee)
POSTING DATE: November 13, 2024
CLOSING DATE: Open Until Filled
FLSA STATUS: Exempt
HOURS: Full Time; some weekends required (Special Event and Retreat)

OVERVIEW

Leadership Ashtabula County's mission is to encourage, educate, and stimulate individuals of all ages to become more familiar with, more interested in, and engaged in all facets of civic endeavor that affect county citizens. In keeping with that mission, all members our staff will be committed to and guided by these pillars in all facets of their work.

LEADERSHIP Ashtabula County is a private 501(c)(3) educational nonprofit. The organization is governed by a Board of Directors and led by an Executive Director, who oversees all aspects of programs and operations. The Executive Director reports directly to the Board of Directors and the Chair of the Board. The Executive Director directs the Leadership Ashtabula County organization, its programs and initiatives to fulfill the mission of Leadership Ashtabula County.

The position requires a high level of independence, organization, conceptual thinking, analytical skills, flexibility, and initiative to achieve organizational goals with minimum supervision. Leadership Ashtabula County offers an entrepreneurial culture, small office environment and flexibility in work hours and locations.

The successful candidate will:

- Possess a college level education (Bachelor required, Master preferred)
 - Demonstrate commitment to high ethical standards, personal performance, and accountability.
 - Commit to the mission, vision, and values of Leadership Ashtabula County.
 - Possess strong individual initiative yet be able to contribute as a team member.
 - Embrace the nonprofit culture and understand the "can-do" spirit required to manage multiple priorities.
 - Bring their previous nonprofit/education/work/life experience to the position, such as strategic planning, finance and budget, curriculum design and networking.
 - Approach their work with an entrepreneurial spirit and seek ways to improve or enhance existing processes and systems anticipating questions and developing solutions in advance and thinking and acting 'forward'.
 - Be eager to learn and embrace new challenges.
 - Take pride in efficient administration and execution of basic duties as well as the opportunity to be an integral part of a larger community-driven mission.
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EXECUTIVE DIRECTOR POSITION SUMMARY

The Executive Director is responsible for the strategic and operational execution of programs, budgeting, fund development as well as long-term planning and sustainability of Leadership Ashtabula County. The Executive Director works directly with the board of directors to maintain the financial health of the

organization and is responsible for working with the board of director's, alumni, community businesses, key stakeholders, and other supporters to give life to the mission of Leadership Ashtabula County. The Executive Director serves as the forward-facing representative of Leadership Ashtabula County to the community.

EXECUTIVE DIRECTOR AREAS OF RESPONSIBILITY

1. Lead organizational initiatives in counsel with the board of directors strategic planning, financial, board training and committees.
2. Create and implement programs with the assistance of staff in the execution of all core programming, both youth and adult initiatives.
3. Create development strategy and fundraising initiatives to sustain and grow short and long-term Leadership Ashtabula County programming.
4. Ensure financial sustainability through budgeting and financial stewardship with board oversight.
5. Foster continuous improvement throughout the organization ensuring relevant programming and alumni and community engagement.

ADDITIONAL INFORMATION

This position is not limited to a desk; the Executive Director may conduct meetings and events offsite and be on their feet for prolonged periods of time, prior to, during, and after leadership events. This job description is not a comprehensive and thorough listing of all job responsibilities required of the Executive Director. Responsibilities, tasks, and projects may change at any time, with or without notice.

EQUAL EMPLOYMENT OPPORTUNITY

Leadership Ashtabula County provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined 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.

HOW TO APPLY

Interested Candidates are asked to submit their resume and/or cover letter and three references to info@leadershipac.org.