



**Executive Director  
LEADERSHIP NIAGARA**

**General Description and Responsibilities**

The Executive Director will administratively report to the volunteer Board of Directors and will work within a committee structure to manage the program; to develop and successfully execute the goals of the programs strategic plan.

The Executive Director has overall responsibility for all financial, administrative, and operational matters of the organization except to the extent the Board of Directors directs otherwise. The Executive Director is a signing officer in accordance with the by-laws and policies of the organization. The Executive Director provides leadership, advice and support to the Board of Directors on strategic, policy and programming issues. The Executive Director acts as a spokesperson to all internal stakeholders of the organization and to external stakeholders and others except where the Board or Chair deem it appropriate for someone else to assume that role in the specific circumstances.

Within these general responsibilities are included the following specific responsibilities.

**Duties and Responsibilities**

**Strategic Planning & Organizational Development**

- Ensure the effective operation of the organization (e.g. appropriate program development, adequate staffing levels, appropriate and timely customer service delivery, maintenance of systems, equipment and supplies)
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress
- Establish direction and priorities for the organizational/program
- Establish and implement strategy, direction, plans and relevant priorities within an established framework (refer to the Board for guidance/advise as appropriate) which includes priorities
- Suggests policies and implement those policies and plans approved by the Board of Directors
- Identify and implement new developments in community leadership program.

**Stakeholder Engagement**

- Act as a spokesperson to all internal and external stakeholders
- Promote active and broad participation by volunteers in all areas of the organization's work
- Represent the programs and point of view of the organization to agencies, organizations, and the general public
- Establishment of a strong community profile in order to build partnerships with other organizations in the community, including media, business, government, and not-for-profit organizations, in support of Leadership Niagara

- Foster an on-going positive relationship with alumni of the program through various methods including, but not limited to maintaining current contact information, distributing newsletters, participating in social media sites and holding alumni events

### **Program Development & Implementation Support**

- Maintain a working knowledge of significant developments and trends in the field
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board
- Responsible for developing and implementing organizational/program plans and initiatives, implementation includes clear communication of all initiatives to stakeholders
- Establish a positive staff/volunteer relationship with the Program Advisory Committee to design, implement and evaluate the LN program curriculum
- Collaborate with the LN Program Advisory Committee to determine the appropriate programming material and curriculum development, and make all final decisions to determine what concepts are delivered into the program
- Design and develop course package information advising the Program Advisory Committee where appropriate
- Maintain developments in the field of leadership, adult education and the Niagara community.

### **Marketing Coordination**

- Develop and implement short- and long-term marketing plans for Leadership Niagara through market research and feedback from the Board of Directors
- Advise and structure communications on behalf of LN to our internal and external stakeholders, including media releases on all relevant activities for local press and radio outlets
- Post and oversee social media content to ensure all posts and information are accurate
- Ensure the Leadership Niagara website is consistently updated with accurate information including, but not limited to events, board & staff profiles, programs, initiatives and announcements
- Provide creative direction and oversight in the development of marketing content including, but not limited to flyers, brochures, banners, social media content and videos
- Ensure that Leadership Niagara has a strong brand presence is properly portrayed and used on all materials including corporate documents, reports and presentations

### **Event Management**

- Responsible for the coordination and execution of key event such as socials/networking events and annual graduations ceremony
- Responsible for the set-up and takedown of events and program related activities
- Acts as the main point of contact for vendors, suppliers, and sponsors.

### **Administrative & Financial**

- Provide signing officer authorization for the organization

- Keep the Board of Directors fully informed on the condition of the organization and important factors influencing it
- Maintain official records and documents, and ensure compliance with various regulations
- Develop and maintain sound financial practices; and work with the Board to prepare the budget and see that the organization operates within budget guidelines
- Ensure adequate funds are available to permit the organization to carry out its mission
- Ensure adherence to relevant budgets.

### **Human Resources Management (as required depending on staff levels)**

- Ensure the recruitment, employment, and release of all personnel, both paid and volunteer as appropriate
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization
- Coach, train, and develop staff to provide growth and development opportunities as appropriate and required
- Liaise with the Board of Directors and committee members as it relates to Human Resources decisions.

## **Qualifications, Skills, and Abilities**

### **Education:**

- A university or college degree in a relevant field

### **Certification (required by law):**

- Valid driver's license

### **Prior Work Experience:**

- 3-5 years of relevant experience and demonstrated success in progressively more responsible positions
- Experience working with Volunteer Boards
- Experience leading and running a Program/Project
- Experience in marketing or increasing awareness in a business development environment
- Prior event management experience is an asset

### **Knowledge (know-how, specific skills):**

- Strong business development, communication, marketing, and organizational skills
- Demonstrated ability with organizational and strategic planning and budgetary management.
- Excellent project management, prioritization, and time-management skills, with the ability to manage multiple on-going projects
- Demonstrated knowledge and understanding of individual sponsor needs and perceptions
- Strong understanding of the professional development market and adult learning principles

- Strong computer and analytical skills are required; competency with word-processing and spreadsheet applications, fundraising and prospect management databases, online delivery platforms (i.e. Zoom) and Internet skills
- Strong creative ability and working knowledge of branding and design

**On-the-job training:**

- The appropriate time to have good knowledge of the organization's environment and related practices is necessary. Typically, one to two years of on-the-job training is necessary to be fully capable.

**Human Relation Skills:**

- Highly developed written and oral communication skills as well as face-to-face relationship building skills
- Commitment to the highest level of customer service; demonstrated professional manner with all internal and external constituents
- The ability to motivate, coach, mentor and encourage individuals that may or may not be reluctant to engage in the organization's initiatives.

**Problem Solving, Analysis & Innovation:**

- Highly demonstrated professional judgement, tact, problem-solving and decision-making skills
- Ability to determine content of various reports, such as business plans and other short- and long-term planning documents that provide direction and propose objectives
- Make financial decisions such as preparing budget proposals, determining optimal allocation of resources, and correcting accounting problems and errors
- Determine data collection and analysis method and how to make information most accessible. Decide on most effective presentation medium and format for data
- Determine appropriate action to handle emergencies in accordance with organizational procedures
- Self-motivated, innovative leader
- Ability to prioritize and manage multiple, on-going, time sensitive priorities
- Strong analytical, research, interpretative, and evaluation skills

**Compensation:**

Base Salary \$XXXXX, Salary is reviewed annually, and performance bonuses are available through the achievement of annual goals.