

POSITION DESCRIPTION

POSITION TITLE: Executive Director

DEPARTMENT: Administration

SUPERVISOR'S TITLE: LHC Board of Directors

FLSA STATUS: Exempt

POSITION PURPOSE

The Executive Director is responsible to implement the strategic plans and programs to position Leadership Hendricks County as the community education organization that teaches leadership. The Executive Director is responsible for the day to day operations of the organization, including sustainability, managing staff and committees, networking, and delivering all programs to the adults and youth of the community while serving as a community leader, facilitator, fundraiser and connector.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must perform in a satisfactory manner the functions listed below. The organization will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Manage all Leadership Hendricks County programming in a cost-efficient manner while continually providing programs that implement best practices and innovation.
- Serve as facilitator and coordinator for adult LHC program to increase awareness of Hendricks County and develop leaders through understanding of self, others, and community. Oversee class recruitment and application process.
- Work in conjunction with program development committee, alumni relations committee and program administrator to recommend and implement initiatives that will improve programs.
- Direct sustainability and fund-raising efforts of LHC. Includes maintaining and implementing development plan to secure philanthropy to meet annual budget and long-term financial goals as well as maintain and cultivate donor/community partnerships in coordination with resource development committee.
- Work closely with Board of Directors to establish vision for the organization, create and implement strategic planning, and ensure financial health of the organization and proper governance.
- Attend Leadership Hendricks County sponsored or led events.
- Attend county-wide events including community service organization meetings (Rotary, Kiwanis, Chambers) to promote organization and provide community leadership.
- Work closely with Board of Director Treasurer to facilitate annual budget, create monthly financial reports and payroll. Pay accounts payable and monitor accounts receivable. Monitor budget, income and expenses. Monitor and maintain checking, reserve and endowment accounts. Maintain best practices in financial policies and procedures.
- Hire, train, and supervise staff. Perform personnel actions, including performance management, career development, and corrective counseling to staff and volunteers.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have an equivalent of the following education and/or experience.

Required:

- Bachelor's degree in business administration, nonprofit management or other related field required.
- Experience in facilitation or training and curriculum development.
- Experience in fundraising, resource development and philanthropic activities.

Preferred:

- Experience with management in a nonprofit organization.
- Experience in staff supervision.
- Experience in budget management.
- Experience in customer service and community engagement.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The environmental and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Must be able to perform tasks involving sitting and physical activity such as lifting up to 15 pounds, carrying up to 15 pounds, reaching overhead, reaching low, kneeling, climbing, crouching, pushing up to 15 pounds, bending, stooping, and standing.