



## **Job Announcement**

Title: Executive Director

Reports to: Neighborhood Leadership Institute Board of Trustees

### **Overview:**

The Board of Directors of Neighborhood Leadership Institute (NLI) seeks a committed, visionary, and innovative leader to serve as its next executive director and to drive the mission, vision, and strategic plan of the organization in partnership with NLI's Board of Directors, staff, and volunteers. NLI exists to develop grassroots leaders who help rebuild the bonds of community and improve the quality of life for neighborhood residents throughout Greater Cleveland.

### **Background:**

The seeds of Neighborhood Leadership Institute were planted by graduates of early classes of Neighborhood Leadership Cleveland (NLC), which started in 1994 as a program of the Neighborhood Centers Association. NLI was incorporated in 2001 with three NLC grads as trustees, to develop a new organization to foster grassroots leadership. They eventually took over the NLC program, as well as an out of school time program called Schools as Neighborhood Resources (SNR). NLI grew its Board and staff and has operated afterschool and summer SNR sites and graduated leaders from 37 classes of Neighborhood Leadership Cleveland, plus numerous neighborhood-based and special-focus sessions. The strength of this ever-growing pool of trained leaders, along with the gifted and giving staff developed, have allowed NLI to become the go-to organization for development of grassroots leaders in Greater Cleveland, along with providing technical assistance in starting analogous programs throughout Ohio.

### **Qualities of a Successful Candidate:**

The next Executive Director of NLI should demonstrate the following:

- Dedicated and committed to the mission of NLI
- Visionary leader with the ability to share the mission with the community and with funders
- Strong communication and interpersonal skills – empathetic, respectful, encouraging, attentive listener, compassionate
- Commitment to excellence in executing organization plans and strategies
- Dedication to stewarding a financially sustainable organization
- Commitment to equitable practices and inclusivity in dealing with staff, partners, and other stakeholders
- Ability to develop and sustain meaningful relationships
- Team oriented and the ability to empower others
- Adaptable to the changing community needs

### **Primary Responsibilities - (in partnership with staff, Board, other volunteers):**

#### **Management**

- Oversee day-to-day operations of the organization providing guidance and direction
- Develop and implement procedures for effective operation of the organization
- Serve as staff lead on strategy and planning
- Develop, support, and cultivate a talented and diverse workforce including performance evaluation and professional development

- Act as the organizational representative in all executive matters as it pertains to:
  - Community partnerships and agreements
  - Communications with the NLI Board
  - Communications with funders

#### Finance

- Ensure the financial integrity of the organization
- Develop and manage an organizational annual budget
- Monitor revenue and expenses
- Manage finances of the organization according to nonprofit best practices
- Provide timely and accurate financial reports to the Board and to funding agencies

#### Fund Development

- Oversee grant seeking process
- Develop short and long-range fundraising plans that address opportunities for growth and diversification of funding
- Oversee fund development efforts including implementation of new strategies and techniques
- Achieve funding goals in collaboration with Board Development Committee

#### Board Engagement

- Work collaboratively with the Board on matters of governance, mission, policy, and planning
- Assign and provide staff resources to support Board committees and other functions
- Ensure that the Board is regularly informed and advised of all major developments and issues

#### Community Engagement and Collaboration

- Identify opportunities to partner with community organizations to meet the goals of the organization
- Develop and nurture strategic external relationships with community partners
- Lead development and execution of marketing and communications to build visibility of NLI and its programs

#### Programming

- Oversee programs and services offered by NLI working closely with program directors
- Ensure that all programs are in line with the mission and address community needs and interests
- Ensure thorough program evaluations is developed and implemented

#### **Qualifications:**

##### **Required**

- Passion for the NLI mission
- 7 – 10 years working experience with at least 3 of those years involved in community engagement
- Demonstrated experience managing a staff
- Demonstrated experience with strategic nonprofit fundraising/fund development including grant writing and grants management
- Experience in non-profit administration including knowledge of budget management, long range planning, and working with a Board
- Strong written and oral communication skills
- Knowledge of Cleveland's non-profit sector including urban planning
- Experience with program development/management
- Experience developing and maintaining partnerships

- Bachelor's degree or equivalent life and/or work experience
- Willingness to participate in the NLC program (if not already a graduate)

**Preferred**

- Neighborhood Leadership Cleveland (NLC) graduate
- Master's degree in nonprofit management or a related field
- Demonstrated cultural competency and understanding of Greater Cleveland, its neighborhoods, and community development issues/challenges
- Previous community leadership experience
- Understanding public policy

**Salary**

- \$95,000 - \$105,000/annually commensurate with experience plus benefits including health, retirement, PTO, and hybrid work environment

**TO APPLY**

Applicants should provide a cover letter that highlights your qualifications, a résumé, and three professional references. Please email to: [ltighe@janusmallassociates.com](mailto:ltighe@janusmallassociates.com) and put "Neighborhood Leadership Institute" in the subject line. While there is no application deadline, review of applications will begin during the week of December 12, 2022. Note: interested applicants must be willing to submit a background check as part of the evaluation process. For more detailed information about Neighborhood Leadership Institute, visit <https://neighborhoodleadership.org/>.

*Neighborhood Leadership Institute is deeply committed to creating an inclusive workplace that celebrates the diversity of all our employees. We respect the dignity and inherent rights of all individuals and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other federal, state, or local protected class. We continuously focus on equitable hiring, training, promotional practices, and policies because our greatest strength is our team. Please note this is an exempt position.*