



**POSITION TITLE: Chief Executive Officer
Leadership Jacksonville, Inc.**

MISSION STATEMENT:

Leadership Jacksonville educates, connects and inspires diverse leaders to build and strengthen their communities.

POSITION SUMMARY:

Reporting to the Board of Directors, the Chief Executive Officer (CEO) serves as the top executive of Leadership Jacksonville and has overall strategic, financial and operational responsibility.

Currently, four employees and one part time consultant report directly to the CEO as listed below:

- Programs Director
- Adult Program Coordinator
- Communications Coordinator
- Administrative Assistant
- Bookkeeper (part time independent contractor)

ESSENTIAL RESPONSIBILITY:

Overseeing fund development, program' operations, alumni relations, personnel management and responsibility for overall financial results.

POSITION REQUIREMENTS:

Leadership and Management:

- Ensure ongoing program excellence, rigorous program evaluation, and active alumni involvement
- Build and maintain key partnership with funders, peer organizations, and other supporting organizations
- Actively engage and energize board members, committees and alumni; assemble and manage key work groups to ensure program and fundraising goals are met

Fundraising and Awareness:

- Maintain and expand fund development activities including annual Celebration event, securing sponsorships for program events, and ensuring continued donor support
- Act as the public face of the organization with a focus on building and maintaining brand awareness
- Manage all aspects of communications both internal and external
- Strive to make Leadership Jacksonville the "go to" organization for community leadership training

Financial and Operational:

- Prepare and manage the annual budget for the organization in concert with Finance Committee
- Facilitate the Endowment Committee's review of Endowment fund investments
- Manage the day-to-day operations of the business

Planning and New Business:

- Work with the Board of Directors to periodically review and revise the organization's mission, vision strategic direction and programs to ensure the long-term success of the organization

QUALIFICATIONS:

The CEO will be thoroughly committed to the Leadership Jacksonville's mission and have proven leadership, fundraising, relationship management and operational experience including:

- Advanced degree preferred with at least 5 years of management experience; track record of effectively leading an outcomes-based organization and staff
- Unwavering commitment to quality programming
- Excellence in organizational management with the ability to manage and develop teams, set and achieve strategic objectives, and manage a budget
- Past success working with a Board of Directors with the ability to cultivate existing and new board member relationships
- Strong marketing and public relations skills including on and off-line communication channels
- Proven fundraising track record with demonstrated ability to engage a wide range of stakeholders and partners
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and consensus-building traits
- Action-oriented, entrepreneurial, adaptable, and innovative approach to planning
- Ability to work effectively in collaboration with diverse groups of people
- Commitment to diversity, equity, and inclusion
- Passionate, highly ethical, positive mission-driven and self-directed
- Lead by example work ethic