



Leadership Spokane cultivates and inspires diverse individuals to identify and seek leadership roles to build effective communities.

801 West Riverside, Suite 220, Spokane, WA 99201 509.321.3639 [www.LeadershipSpokane.org](http://www.LeadershipSpokane.org)

### Position Profile: Executive Director

**Position Summary:** This position is responsible for providing leadership and promoting leadership development in all aspects of the activities and programs of Leadership Spokane, along with developing effective strategic relationships with individuals, businesses, organizations and institutions while representing Leadership Spokane in the community. Position is also responsible for promoting leadership development in the larger Spokane community with an understanding and appreciation of its growing diversity and complexity; works with the Board to develop effective leadership programs focusing on business skill development, community awareness and emerging issues; and, secures financial resources that will ensure financial stability for Leadership Spokane.

### Key Accountabilities:

#### Programming & Events

- **Training programs:** oversees/manages the Leadership Spokane and Youth Leadership Spokane curriculum
- **Events and Workshops:** creates and implements events and workshops for alumni and other business leaders.
- **Recruitment & selection:** directs the recruitment and selection process for the adult program.
- **Alumni Association membership:** cultivates membership of the Alumni Association.
- **Events:** assumes primary responsibility for the annual Gala, Commencement, Executive Welcome, Leadership Connection and other activities.

#### Community/Alumni Relations

- **Community Relations:** Develops and implements a communications/marketing plan to foster advocacy and increase name and mission awareness; publicize the programs of Leadership Spokane. Develops publications, campaigns and presentation materials to support the plan. Carries out a public speaking schedule and appear at public events.
- **Alumni Relations:** Engages with the over eleven hundred alumni of the program to raise the awareness and stature of the program.
- **Community Service:** Pursues a chosen volunteer leadership role in the community

### Administration

- **Board of Directors:** Recruits, develops and directs a strong, diverse Board of Directors. Manages the activities, affairs and meetings of the Board of Directors and its committees.
- **Financial Management:** Secures fundraising and in-kind support for the programs. Prepares the annual budget and manages financial affairs consistent with the budget. Works with the Board in managing the Leadership Spokane Investment and marketing and growing the Leadership Spokane Endowment.
- **Strategic Planning:** Engages the Board in strategic planning for the Leadership Spokane organization and potential new programs and implements the plan according to timeline and budget.
- **Staff:** Hires, supervises and evaluates Leadership Spokane Staff (including but not limited to Training Director, Executive Assistant, Accountant, Student Interns) and committees & other volunteers

**Reports to: Leadership Spokane Board of Directors**

**Requirements:**

- Five or more years in business leadership positions. Strong connections in the Spokane business community preferred.
- Bachelor's degree in any field relevant to a successful Leadership Spokane program.

**Skill Qualifications:**

- Interpersonal skills; high degree of poise and tact to represent Leadership Spokane with all constituencies.
- Communication skills: listening, speaking (including public speaking in front of large groups), writing, marketing
- Proven ability to recruit program candidates from a variety of constituencies
- Proven fundraising ability and budgeting
- Skills in volunteer management
- Skills in planning and coordination
- Strategic business/market development

**Benefits:** medical, dental, life & long-term disability insurance, paid vacation & sick leave, holidays, employer matched 401(k) plan

**Salary: DOQ, up to \$70,000**

**Note:** Because Leadership Spokane employees work with minors and handle confidential and consumer information, a background and credit check are required. There is no routine drug testing.

**Application Process:** email cover letter, résumé, and two writing samples to:

**Pam DeCounter at Red and Associates LLC**

**Subject line: Leadership Spokane Executive Director Search**

**Email address: [jobs@redandassociates.com](mailto:jobs@redandassociates.com)**

*Leadership Spokane respects the dignity of individuals and is committed to non-discrimination in all of its programs, services, and events. Leadership Spokane is consciously and proactively welcoming of all areas of diversity including, but not limited to, race, ethnicity, color, national origin, ancestry, gender,*

*sexual orientation or identity, religion, age, socioeconomic status, marital status, language, disability, political opinion or immigration status. Leadership Spokane encourages you to join us in supporting this policy through leadership and personal example.*