



President & CEO Position Description

WHO WE ARE

Leadership Center for Excellence (LCE) is a 20-year-old nonprofit organization headquartered in Arlington, Virginia whose mission is to enlighten, inspire and connect leaders through community building and leadership development. More than 1,600 leaders have graduated from the Leadership Arlington (LA), Young Professionals Program (YPP) and Leadership Arlington Youth Program (LAYP). We develop and train leaders across the D.C. metropolitan region through a multitude of programs that focus on personal and professional development for any stage of the leadership continuum. By developing trained leaders who are committed to building, supporting and strengthening our region, we foster a sense of community, visionary leadership, partnership and collaboration that motivates participants to become agents of change. LCE serves as an integral part of our community, building leadership for the future, developing connections between the business, nonprofit and public sectors, and participating in balancing community dialogue for the common good. LCE has a small office staff with a “family” atmosphere that values transparency and inclusiveness. The work atmosphere is high energy and never dull. Additional information may be found on our website at leadercenter.org.

HOW TO APPLY

All communications will be treated confidentially. Candidates must email a cover letter, resume and salary history to president@leadercenter.org with “President & CEO” in the subject. Phone calls WILL NOT be accepted. Resumes will be accepted until the position is filled, but priority consideration will be given to resumes received by 5:00 p.m. on March 30, 2018.

YOUR ROLE

PRESIDENT & CEO

This position is full-time and salaried and reports to the organization’s Board of Regents. The President & CEO will be a dedicated, warm and seasoned professional leader with a keen sense of business development who is committed to the mission of LCE.

ESSENTIAL FUNCTIONS

While the responsibilities will be varied, the following are core/major responsibilities for the President & CEO. The ability to:

- Build upon the organization’s presence through cutting-edge and dynamic communications strategies, while also serving as the chief spokesperson for LCE, assuring proper representation of the organization to the community.

- Cultivate and sustain effective relationships, built on trust and collaboration, with donors, new and current stakeholders, and community partners across all sectors to advance the programmatic and financial priorities of the organization.
- Promote competency, quality, customer service and the highest ethical standards throughout the organization.
- Develop the strategic direction of LCE and, upon its approval by the Board, implement and ensure its effective operations, while keeping the Board informed in a timely manner of the progress of LCE on the achievement of or material deviations from the strategic goals.
- Assess the efficacy of all programs and seek ways to enhance the value proposition to all current and potential members, stakeholders and the greater community.
- Provide leadership and support to the Board of Regents and its committees as well as report to the Board of Regents on the progress of the organization. Maintain strong relationships with the Board.
- Oversee the fiscal activities of an organization with a budget just under 2 million dollars
- Lead through the organization's values:
 - Ethics—setting a moral compass in thought and action
 - Borderless Leadership—inspiring integrity, responsibility and service across all personal, professional and geographical boundaries
 - Vision—convening and connecting leaders as catalysts for the good of the community
 - Impact—making a difference through achieving meaningful results to create lasting impressions
 - Learning—providing multiple access points to varying degrees of development, resulting in an ongoing continuum of leadership
- Lead and manage staff, promote teamwork and ensure ongoing attention to professional development and retention strategies.
- Maintain a climate which attracts, maintains and motivates a diverse and talented staff of top quality people.

EXPERIENCE AND ATTRIBUTES

- Bachelor's degree with 10 or more years of experience in the areas of management and business development.
- Proven track record of using traditional and entrepreneurial business development practices.
- Demonstrated experience raising funds from multiple sources, particularly corporate, individual and/or earned income sources.
- A charismatic leader and an authentic and enthusiastic networker who embraces the opportunity to be the external face of the organization.
- A solid track record of successfully working across multiple sectors (corporate, nonprofit and government).
- Ability to effectively communicate in a diverse environment across lines of culture, profession, gender, etc.
- Ability to lead and manage volunteers.

- Strong facilitation skills.
- Strong staff management skills and demonstrated experience building teams.
- Strong leadership development values and a solid understanding of the transformative impact leadership, community and capacity building programs can have on an individual's, organization's or community's well-being.
- Political neutrality.

PHYSICAL DEMANDS

This is not strictly a desk job. Applicant will be on his/her feet and moving at walking speed for prolonged periods of time for events and programs. Project management includes using hands to type, handle or feel objects, tools or controls; talking to and hearing customers on the phone and reading documents.

BENEFITS

- Healthcare
- Matching 401(k) program after one year of employment
- Vacation and sick leave allowance

EQUAL OPPORTUNITY EMPLOYER

LCE provides equal employment opportunities (EEO) to all to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.