



Cleveland Leadership Center

Position Description: Director of Leadership Cleveland

General Description

The Director of Leadership Cleveland (LC) will oversee the execution of Leadership Cleveland, the community's premier leadership development and civic engagement program for senior level executives, and LC2 Fellows, the LC alumni engagement opportunity in entrepreneurial civic leadership. The position reports to the President and CEO.

Leadership Cleveland is a ten-month program held annually for a cohort of 65 participants. Those selected to participate are senior level experienced executive leaders from across a variety of organizations representing the private, non-profit, and public sectors. Leadership Cleveland empowers recognized, senior-level positional leaders with knowledge, skills, and relationships to advance and deepen their community impact through:

- A highly interactive, intentionally designed leadership curriculum that features civic, political, and business leaders
- Exposure to a broader and more diverse network of leaders
- Opportunities to address key community issues through collaborative civic engagement

LC2 Fellows is a ten-month project-based, outcome-driven civic engagement experience for alumni of Leadership Cleveland. The mission of LC2 Fellows is to:

- Facilitate long-term, positive, sustainable change in Cleveland
- Achieve tangible results to address a compelling issue or opportunity in the civic realm
- Create meaningful relationships among alumni from different LC classes to optimize their talents and strengths
- Continue the civic education and involvement of LC alumni

Position Profile

The successful candidate should have experience in leadership development and training, program management, group facilitation, and project management. The ideal candidate must excel at balancing multiple responsibilities, including but not limited to developing curriculum, facilitating teams, creating and activating action plans, and managing events. Key skills include strategic thinking and problem solving, management of group dynamics, collaboration, relationship development, clear written and verbal communication, and ability to function in a team-based and fast-paced environment.

Primary Responsibilities

- Conceptualize and design program curriculum for Leadership Cleveland and LC2 Fellows in partnership with President and CEO and the LC Advisory Committee
- Coordinate and facilitate LC planning teams, including attending all meetings of the planning teams and supporting their self-organizing evolution
- Provide continuity in curriculum and content among program session days for LC and LC2 Fellows
- Communicate with LC and LC2 Fellows as well as presenters in all forms (electronic, written, and interpersonal)

- Conduct ongoing assessment and evaluation of LC and LC2 programs at the conclusion of each session and at year's end
- Ensure meaningful engagement, recruitment, training, and retention of alumni and key stakeholders including Leadership Cleveland Advisory Committee, Selection Committees, and LC Class Presidents
- Oversee and coordinate selection process, including recruitment of candidates and engagement of alumni in the nomination and selection processes
- Establish and maintain clear, concise messages about LC and LC2 Fellows and their impact in the community
- Develop and direct content of LC and LC2 Fellows printed and on-line collateral in collaboration with the Director of Marketing
- Work closely with the CLC Board and coordinate the LC Advisory Committee
- Support and assist the President and CEO in the design, development, and introduction of new offerings and earned revenue opportunities
- Propose and monitor annual LC and LC2 Fellows budget and provide accurate reporting

Position Qualifications

- Bachelor's Degree required, advanced degree preferred
- 5-7 years of experience in civic engagement/leadership development/leadership program management
- Experience in business or nonprofit management including demonstrated success at project development and implementation
- Demonstrated commitment to Diversity, Equity, and Inclusion
- Flexibility, innovation, and ability to manage effectively in an evolving organizational context
- Ability to draw upon a network of professionals and organizations working in the fields of leadership development, civic education, and civic engagement
- Outstanding oral and written communication abilities
- Fluency with Microsoft Office suite, Excel, and database management

About the Cleveland Leadership Center

The Cleveland Leadership Center (CLC) is a central community resource that provides education, connections, and civic engagement opportunities for leaders of all ages and experience levels. The CLC's interconnected programs educate, connect, and engage committed citizens in the economic, social and political context of our region. The programs target different audiences for leadership development:

- Leadership Cleveland and LC2 Fellows (senior level positions)
- Cleveland Bridge Builders (mid-career)
- On-Board Cleveland (early career)
- Campus Cleveland (college and young professionals)
- Look up to Cleveland and LookUp Summer Session (high school students)
- Civic Leadership Institute (community members at all ages and stages)
- Legacy Leaders (retired or approaching retirement)
- Alumni Offerings

For more information on the Cleveland Leadership Center please visit www.cleveleads.org.

The Cleveland Leadership Center is an equal employment opportunity employer. CLC offers comprehensive health, dental and vision plans, 401 (K) and a monthly parking stipend.

To apply, please send a cover letter, resume, and salary requirements to:

Becky Borden, Director of Operations
bborden@cleveleads.org
 Cleveland Leadership Center
 P.O. Box 23613
 Cleveland, OH 44023