



Position Title: Executive Director

Classification: 1.0 FTE Exempt

Organization: Founded in 1994 by a group of community leaders, Leadership Tri-Cities (LTC) is a nonprofit, nonpartisan civic leadership program. LTC's mission is to assemble, develop, and educate a diverse cadre of skilled leaders who will be the catalysts for positive change in our community.

Leadership Tri-Cities offers a 9-month leadership development program that focuses on topics that impact the community, including diversity, equity, and inclusion (DEI), education, economics, social services, community health, and more. With over 500 alumni and growing, LTC's graduates serve the community as nonprofit board members, civic and business leaders, and elected officials.

Learn more about us at: <http://www.LeadershipTriCities.com/>

Position Purpose: The Executive Director oversees all Leadership Tri-Cities operations, programs, and volunteer activities in a coordinated effort to carry out LTC's mission.

The LTC Executive Director works toward developing effective leaders to enrich a thriving community in Benton and Franklin County, WA. The Executive Director is charged with administering the policies of Leadership Tri-Cities (LTC), leading, and conducting the day-to-day business of the organization, and managing the assets of LTC as directed by the LTC Board of Directors. As an ex-officio member of the Board and committees of the organization, the Executive Director's role is integral to progressing the vision of the organization.

Organization Structure:

As a 501c3 nonprofit organization, Leadership Tri-Cities currently employs one position, the Executive Director, (with the possibility for additional staff in 2022.) The ED role is 1.0 FTE. Supporting the organization are several active committees and a Board of Directors composed of volunteers, most of whom are alumni of the program. Along with the Board of Directors, the committees focus on: Session Day Curriculum, Development, Marketing, Recruitment, Governance, Finance, and Alumni.

Reporting Accountability: The Executive Director reports to the LTC Board of Directors, with a primary reporting function to the Board Chair.

Essential Duties & Responsibilities:

- Promote and engage Board Members in the vision, mission, and goals of LTC. Keep the vision fresh and relevant to community needs.
- Implement the organization's strategic plan.

- Oversee financial assets while ensuring compliance with organization, federal, state, and local regulations.
- Assume leadership of and develop accountability measures for advancing diversity, equity, and inclusion efforts within organization culture, policies, programs, and practices.
- Oversee and coordinate, with the support of volunteers, all aspects of the nine-month leadership program.
- Manage volunteers with transparency, guidance, and regular engagement to achieve LTC's goals.

Minimum Qualifications

- Three years of experience working in a lead, supervisory role with volunteers.
- Demonstrated personal commitment to progressing diversity, equity, and inclusion.
- Three years of active fundraising success including individual campaigns, corporate sponsorships, and grant proposals.
- Demonstrated ability to manage multiple independent initiatives within strategic boundaries set by board.

Additional Desired Skills and Abilities:

- Language skills beyond English are a plus.
- Diverse cultural backgrounds and experiences are a plus.
- Knowledge of organizations and educational entities in Tri-Cities is a plus.
- Demonstrated ability to motivate and guide volunteers to achieve organizational goals and objectives. Strong team-building skills emphasizing organizational goals and mission-oriented success.
- Demonstrated project management and organizational skills consistent with the role.
- Demonstrated excellent verbal and written communication skills in small group and public settings with training in active listening and DEI.
- Proficiency with standard office automation tools including but not limited to the MS Office Suite and standard database application experience strongly preferred.
- Able to provide own local transportation in the execution of above duties.
- Prior working knowledge of LTC or similar organization is highly desired.
- Prior instructional design experience highly desired.

Compensation: DOQ up to \$70,000 salary.

To Apply: Send a resume and cover letter to Itcwa.secretary@gmail.com In your cover letter, please share how your experiences align with the qualifications in the announcement.

The position will be open until filled.

LTC provides equal employment opportunities to all employees and applications for employment without regard to race, color, religion, gender, gender expression and identification, sexual orientation, national origin, age, physical or mental disability, genetic information, marital status, amnesty, or status as covered veteran or any other classification protected by federal, state, and local laws.