Leadership Santa Cruz County
Executive Director

Job Description

The Executive Director is the sole employee of Leadership Santa Cruz County (LSCC). The Executive Director is responsible for overseeing the administration, programs, and the fulfillment of the mission of the organization. The position reports directly to the Board of Directors composed of 9 to 17 members. This is a part-time position.

GENERAL RESPONSIBILITIES:

1) **Board Governance**: Works with board in order to fulfill the organization’s mission.
   - Responsible for running the program in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
   - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) **Financial Performance**: implements the leadership program and develops resources to ensure the financial health of the organization.
   - Responsible for the fiscal integrity of Leadership Santa Cruz County, to include submission to the board a proposed annual budget and bimonthly financial statements, which accurately reflect the financial condition of the organization.
   - Responsible for the fiscal management that generally anticipates operating within the approved budget, ensuring maximum resource utilization, and maintenance of the organization’s positive financial position.
   - Provides the organization’s bookkeeper with all necessary information to allow accurate accounting and financial reports for the organization.
   - Responsible for working with the Development Committee for fundraising and developing other resources necessary to support the organization’s mission.

3) **Organization Mission**: Works with the board to ensure that the mission is fulfilled through programs, planning, and community outreach.
   - Responsible for the implementation of the programs that carry out the LSCC mission.
   - Works with the LSCC Board and committees to carry out annual goals.
   - Responsible for the enhancement of LSCC’s image by being active and visible in the community working with other governmental, business, and nonprofit organizations.

4) **Organization Operations**:
   - Responsible for the administration of the daily operations of the organization.
   - Responsible for signing of all notes, agreements, and other instruments made and entered into on behalf of the organization.
JOB RESPONSIBILITIES:

- Effectively implementing the annual program of Leadership Santa Cruz County. This includes an orientation, two-day retreat, ten class days with specific themes, and graduation.
- Work with the Alumni Committee on special events as required.
- Planning and operation of annual budget in collaboration with Finance Committee and bookkeeper.
- Setting up a home office and carrying out the work for the day-to-day operation of the organization.
- Serving as Leadership Santa Cruz County’s primary spokesperson to the organization’s constituents, the media, and the general public.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, special events, and to increase the overall visibility of the organization.
- Attend meetings and carry out the assigned work as directed by the Board and Committees.
- May be required to set up, and break down room arrangements for classes, and special events. Must be able to lift 50 lbs.
- Other duties as assigned by the Board of Directors.

Professional Qualifications:

- Knowledge of the political and socio-economic aspects of Santa Cruz County and familiar with local decision makers/leaders in the community.
- Strong organizational abilities including planning and program development.
- Strong written, and oral communication skills.
- Experience with group facilitation skills.
- Budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Ability to convey the organization’s mission and vision with other organizations, the community, and donors.
- Knowledge of fundraising strategies and donor relations.
- Preferable to be a graduate of Leadership Santa Cruz County or other similar leadership program.

Salary:
Starting salary of $38,000 to $42,000 commensurate with experience and other qualifications.

Email resume to: LMurphy@cityofsantacruz.com
Please include a minimum of three references.