



***Position Announcement***

**Executive Director**

***Greater Missouri Leadership Foundation***

Since 1990, the Greater Missouri Leadership Challenge (GMLC) has been providing a unique introduction for exceptional women leaders across Missouri to the complex issues facing our communities, state, and nation. The Challenge is a statewide year-long leadership symposium (program) that provides a four-session, three day/ two night program (symposia) each year for selected women leaders. Participation in GMLC provides women leaders with unique personal and professional leadership growth opportunities.

A Greater Missouri Woman is recognized as accomplished in her field of endeavor. She is intellectually curious, interacts well with others, and while passionate in her beliefs, is open-minded when confronted with new points of view. She is committed to a life of learning and personal growth.

GMLC offers behind-the-scenes learning experiences about critical issues for smart, energetic, successful women leaders from a variety of industries, small business, academia, government, and non-profit organizations from throughout Missouri. Participants are then challenged to take further leadership roles in their workplaces and communities to make a positive difference in addressing problems they feel are important. As graduates of GMLC, leaders have a network of other key leaders, and are positioned for influence and participation in solutions.

**Our Vision:** Engaged Women Leading and Serving their Communities.

**Our Mission:** To Educate and Inspire Women Leaders to Make a Difference.

**Scope of Executive Director Position:** The Greater Missouri Leadership Challenge is an annual traveling symposium designed to bring together women leaders from a variety of industries, to include global corporations, small business, academia, government agencies and non-profit organizations. With an average class size of 40 women who participate in each class yearly, this experience gives each of them access

to a diverse network of women from around the state with whom they can interact, hone their leadership skills and increase their knowledge base to ultimately benefit their employer and their long term career potential. This opportunity also provides a springboard for each participant to determine how they can make a difference in their own communities.

The Executive Director will assure an effective and on-going Greater Missouri Leadership Challenge program through program development, execution of sessions, recruitment of individual participants and corporate sponsors, and alumni engagement.

## **Responsibilities of Executive Director:**

### **Session Planning**

- Lead program planning through timely collaboration with Regional Coordinator Session Chairs, board members, program committee members and other volunteers responsible for planning and execution of each of the four sessions. Maintain balance between allowing for autonomy of our volunteer leadership with and oversight to ensure that expectations of the board are met and that we stay true to the goals of the program.
  - Create and distribute Bios for the Challengers at the beginning of the class.
  - Communicate with the Challengers throughout the program.
  - Ensure that all speakers receive information regarding Greater Missouri Leadership and the “Challengers” so they know in advance who they are presenting to, as well as what came before them and what will come after them, for context.
  - Create and distribute to the Challengers a realistic and detailed agenda for each session so that Challengers know what to expect for each session.
  - Sessions Include:
    - Columbia & Jefferson City
    - Kansas City alternating years with Springfield
    - Kirksville
    - St. Louis

### **Session Leadership**

- Serve as the face of Greater Missouri.
  - “Kick off” each session to include a summary of objectives for the Challengers to set expectations.
  - “Wrap up” each session to include appropriate discussions reflecting on the challenges learned to inspire and motivate personal action to drive change.

- Accompany each class through each session, every step of the way, connecting the dots throughout.
- Ensure that special needs are met in regards to dietary requirements or any physical accommodations for the “Challengers”.
- Facilitate individual sessions as appropriate.
- Ensure that each speaker/ moderator receives proper preparation, a thoughtful and thorough introduction for context, and a thank you as a follow up.
- Keep the class on schedule, while understanding that sometimes you will need to think on your feet and pivot. Being able to understand the black and the white of each situation while living in the grey is critical to this position.
- Host Hospitality Suite for the Challengers.
- Address any issues that arise within the program, looping in the Board as appropriate.
- Conduct graduation ceremony at the close of the last session.

#### **Session Feedback and Follow-Up**

- Prepare and distribute program evaluations surveys and encourage timely completion.
  - Compile and analyze survey results and evaluate with the Board of Directors through the Program Committee, to be reviewed on a quarterly basis.
  - Provide a written report on each session and recommend program enhancements or changes through the Program Committee.
  - Ensure that each speaker receives a warm Greater Missouri Leadership Foundation thank you for their participation. If appropriate, work with Board to extend an invitation to speakers/ panelists who would make excellent Greater Missouri Women to apply.

#### **Recruitment of Class Participants (NOTE: Recruitment is a year-long process)**

- In collaboration with board members, program committee members and alumnae, accountable to develop 35 – 40 qualified applicants for each future Greater Missouri Leadership Challenge class.
- Execute recruitment process including application deadlines, communication with recruits, board approval for recruits and ongoing updates to the pipeline once we meet our maximum of 40 Challengers.

#### **Financial Management & Fundraising**

- Work closely with the treasurer, and provide monthly financial updates to her and to the President of the Board.
- Work with the treasurer to ensure that there is a comprehensive financial report at each board meeting.

- Assume responsibility to ensure all bills are paid in a timely fashion.
- Develop on-going relationships with key Missouri corporations to solicit nominations for the program, raise money and/or gain commitments for sponsorships.
- Work with the Board of Directors Finance Committee to update financial processes and procedures.
- Serve as our liaison with external vendors, such as for payroll and other banking services, including technical support vendors.
- Work with the Board of Directors to implement a Fundraising and Development plan which will include: Woman of the Year fundraiser, annual dues process, board dues process, lifetime membership dues process, annual giving campaign, planned giving process, and sponsorships. It's our goal to establish an endowment for the Greater Missouri Leadership Foundation.

### **Communication**

- Work with the Communications & Marketing Committee of the Board to refine our annual communications plan, and to achieve the goals set within that plan. This shall include ongoing communication to current class. Alums, sponsors, speakers, facilitators and underwriters, through a variety of mediums such as email, snail mail, the website and social media.
- Introduce each new class to the public via social media, our website and the newsletter, and to each other through the bios.
- Provide ongoing updates to the Board of Directors.
- Effectively use social media tools to enhance the GMLC brand – this includes Facebook, LinkedIn, Twitter and other communication media.
- Maintain Greater Missouri web site so that it is accurate, current, interesting and user-friendly.
- Develop relationships with media across the state to further enhance the GMLC brand.
  - Ensure that media releases are sent for prior to each session.
  - Ensure that media releases are sent to each Challenges hometown paper for their “upward & onward” section in regards to their selection of the program.
- Create and distribute a newsletter monthly.
- Look for opportunities to collaborate with other organizations to continue to enhance GMLC.

### **Alumnae Engagement**

- Maintain ongoing communication with alumnae, work with the BOD, regional coordinators and Alumni Committee to plan alumnae events. Organize regular regional and local gatherings to keep alumni engaged and to assist in recruitment efforts.

- Assist with planning of an annual Alumnae Retreat
- Ensure there are session kick offs in each region to include local board members, alumnae and the local new challengers.

**Board of Directors Management and Engagement**

- Coordinate updates to the Strategic Plan with the Board and ensure Strategic Plan is updated annually, at the board retreat.
- Communicate, with Board President, to each committee of the board of directors at least quarterly to ensure that progress is being made towards set goals.
- Respond to board members questions in a timely manner.
- Ensure that Board meetings are scheduled a year in advance.
- Schedule and plan details for an annual Board of Directors Retreat
- Work with President prior to each Board meeting to set and communicate agenda items.
- Prepare all handouts necessary at each board meeting.
- Secure the location and catering for each board meeting.
- Communicate with board members in each location about which part of the session is most appropriate for them to engage in when the Challengers are in their region.
- Communicate with the treasurer monthly and meet with the President monthly.

**Qualifications:** Bachelor’s degree and 5+ years related experience in management, public relations, customer relations, leadership or program development.

Visionary leader who is a skilled and confident public speaker with exceptional organizational skills. *Expect 5-7 days of in-state travel per month.*

*Note: GMLC alumna desired, but not required*

**Desired Skills:**

- A strong desire to continue to take Greater Missouri Leadership Challenge experience to the next level.
- Must be dependable
- Ability to Delegate
- Management/supervisor experience necessary.
- Self-Starter
- Work independently
- Superior written and public presentation skills, a proficient user of digital technology and be a user of social media within the business environment.
- High attention to Customer Service

- Leadership Courage
- A great connector
- Ability to think on feet and to be comfortable in the grey area
- Communications and media relations experience
- Board management experience
- Event Planning experience
- Fundraising/ Sponsorships experience
- Financial Management experience
- Technologically savvy and comfortable with changing technology
- Proficiency with time management and prioritizing multiple projects and activities

**Reports to:**

The Board President and the Board of Directors

**Direct Reports:**

This position will have a part-time assistant, and may also work with freelancers or additional employees in the future.

**Employment Requirements:**

- Employment Status: Salary/Exempt Status. Salary commensurate with experience.
- Must pass all background checks required.
- Must have valid driver’s license, proof of auto insurance, access to reliable transportation and ability to travel, as job requires.
- The compensation package for this position is attractive and includes an executive base salary and generous vacation and sick time.
- Successful candidate may be able to work from their home if applicable or office space may be considered if needed. Office equipment will be provided.
- Location Requirement: Must be a resident of Missouri.

**To Apply:**

Interested candidates should submit the following to Board President, Kim Becking at [kim@kimbecking.com](mailto:kim@kimbecking.com).

- Cover letter
- Resume
- Three References, at least two professional (Please include: Name, Title, Company, Relationship to Applicant, Email and Phone)
- Video statement (3–5 minutes): Please provide a brief video about why you are the right person to be the next Executive Director of the Greater Missouri

Leadership Foundation. NOTE: No editing necessary. A simple video shot on your phone is fine.

- A sample of a work product you are particularly proud of and why you chose that particular item to share for this position.

**This posting will be active and applications will be received until July 19, 2019 or until filled.**

After an initial screening of qualified candidates, chosen candidates will participate in an in-person interview conducted by the Executive Director Search Committee. The top candidates will be invited to participate in a second, more intensive round of interviews. Final selection and employment terms will be the decision of the full Board of Directors.

Greater Missouri Leadership Foundation is an Equal Opportunity Employer. No person, on the grounds of race, color, national origin, sex, sexual orientation, age, religion, creed or physical disability will be excluded from consideration of employment. This policy relates to all phases of employment, job application procedure, hiring, advancement, discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

**Target Start Date: As soon as possible. Preferably no later than September 1, 2019.**

*Note: This job description is not meant to be all-inclusive of every duty and responsibility required by the employee in the position.*