



## CONTRACT EXECUTIVE DIRECTOR

### Principal Duties and Responsibilities:

#### Overall Management

- Contribute to the overall direction and management of the organization, including budgeting, and consistent implementation of **Leadership Hoover's** policies and procedures that should be developed by the Executive Director and Board of Directors.
- Engage with, lead, maintain, and add a very strong Board of Directors focused on community leadership and development/growth.
- Professionally represent **Leadership Hoover** and build relationships externally in local philanthropic, nonprofit, business, faith, public sectors, and state-wide when appropriate.

#### Duties

- Oversee the recruitment of Leadership Hoover class participants each year.
- Attend each Leadership Hoover Class.
- Attend and prepare agendas and materials for Board Meetings.
- Prepare all correspondence and advertising materials for the LH program.
- Act as a spokesperson for LH and promote the program.
- Ensure to get all the information from each new class member (bio, headshot, member fee, etc.)
- Set-up 10 month calendar of schedule for classes and understanding the calendar will constantly change due to weather, cancellations, speaker no-shows, locations changes, etc.
- Maintain throughout the year attendance from each class member.
- Arrange all classes, speakers, meals/snacks (verifying food allergies/food limitations due to religious beliefs/other food choices from Class members), transportation and locations of Program Days with full support, if needed, from the Leadership Hoover B.O.D. and City of Hoover leadership.
- Actively recruit sponsors and fundraise a minimum **goal of 80-85K Annually, for the LH Program**. Work to get sponsors for meals and other related expenses.
- Have the web designer maintain and update the website regularly.
- Take photos at each Class Day.
- Keep updated the BOD liability insurance.
- Any other logistics that go into making Leadership Hoover successful each year.

*Essential Job Duties are intended to be examples of duties and are not intended to be all inclusive. There will be other duties as assigned. The individual holding this position will serve as a representative of the 501c3 and, as such, shall promote a positive impression by always demonstrating a professional customer-service approach.*

#### Growth & Asset Development

- Contribute to developing the **Leadership Hoover's** long-term strategies for growth, including plans for marketing and communications, development, fundraising, and Opening Retreat.
- Solicit, track, and acknowledge all operating & community **Leadership Hoover** sponsorships/donations.
- Seek out new opportunities to present **Leadership Hoover's** messages to potential donors and future Class members.

#### The Ideal Candidate will possess:

- Three to five years of leadership, business acumen experience, with exposure to the nonprofit sector preferred.
- Outstanding communication skills and enjoy working with people.
- The ability to think and act strategically.
- Strong communication skills, both written and verbal.
- Understanding of the *City of Hoover* and its relationship to the region.
- Preference will be given to a graduate of the **Leadership Hoover Program / past experience with the program**
- A commitment to the mission of **Leadership Hoover**.