Leadership Tomorrow seeks a strategic and creative executive director who will cultivate and inspire an effective community of leaders. Reporting to the Leadership Tomorrow (LT) Board of Directors, the executive director is responsible for furthering LT’s vision, mission, and Board policies and objectives, as well as managing day-to-day operations.

The executive director is responsible for inspiring broad support for LT, building relationships across our diverse region, leading staff and volunteers, developing resources, guiding strategic planning, and implementing programs. The executive director provides leadership and advice to the Board on policy issues, and acts as the chief spokesperson for the organization.

We seek candidates who are passionate about civic engagement; have a successful track record of leadership; are committed to diversity and equity; can effectively communicate a shared vision; and can adapt to changes facing our region. We seek an individual who is principled, authentic, ethical, and sincere; and who communicates directly, honestly, respectfully, and empathetically.
OUR PURPOSE

To cultivate, inspire, connect and engage an effective community of leaders.

OUR VALUES

- **Stewardship** we develop, enhance and sustain our communities
- **Integrity** we lead with honesty, respect and accountability
- **Passion** we bring enthusiasm and tenacity to civic engagement
- **Diversity** we commit to cultural competency and embrace many viewpoints

KEY STATS

- Annual operating budget of approximately $1 million
- 3.5 Staff Members
- Extensive network of volunteers contributing 4,600+ hrs. annually
- Over 2,000 graduates

ABOUT LEADERSHIP TOMORROW

LT was established in 1982, through a collaboration between the Greater Seattle Chamber of Commerce and the United Way of King County. Its purpose is to enhance the civic participation of emerging and existing leaders in the Puget Sound region. Each year, LT selects up to 80 people for the nine-month program aimed at preparing, challenging, and engaging each participant.

Over the years, LT’s effectiveness and impact have steadily grown. It is recognized as one of the premier civic leadership development programs in the nation thanks to the leadership of its current executive director, Jan Levy, retiring after 30 years of service. More than 2,000 individuals have completed the LT program, acquiring the skills, knowledge, and passion needed to serve as some of the region’s most effective and well-known leaders. LT is unique in that it is the only program in the region that intentionally brings together people from a wide range of backgrounds – race, gender, ethnicity, corporate executives, entrepreneurs, educators, nonprofit directors, and public servants. LT alumni have created a network of support essential to creating a vital, positive community for current and future generations.

OPPORTUNITIES FOR LT’s FUTURE

The need for effective and engaged leaders in the Puget Sound region has never been greater. LT’s reputation in the Puget Sound region, and the country, is something we can leverage to build the program even further. We have a large alumni network that we can inspire to even more actively address the region’s needs and that we can tap for fundraising, volunteer opportunities, candidate referrals, and other forms of support. LT has a collaborative relationship with other leadership programs in the region, but is different in that it draws a larger regional candidate pool and has a more comprehensive curriculum. LT is sometimes referred to as the region’s “best-kept secret.” It could benefit from stronger visibility in the general community. Our challenge moving forward is to build on our strengths to ensure we continue to deliver on our mission and continue developing and engaging a strong pool of leaders.
The Executive Director reports to the Boards of Directors.

Key responsibilities include:

LEADERSHIP
- Champions a commitment within the LT Community to advancing social justice, diversity, equity, and inclusion. Works respectfully and effectively across all communities and sectors representing the diversity of region.
- Develops, with the Board of Directors, the overall vision, mission, values, strategic goals, and operating policies. Ensures ongoing review and renewal of the strategic plan.
- Serves as the Board’s strategic counsel, providing the information and tools needed to govern and support the organization in a meaningful way.
- Develops and manages the annual operating plan and budget consistent with Board objectives. Provides leadership in developing and recommending strategies to keep the program vibrant and responsive to changing community and regional needs.
- Keeps current on local and national community leadership programming relevant to LT’s mission, bringing those ideas to the organization.
- Advises and supports the activities of all LT committees and task forces including the Alumni Leadership, Board Development, Curriculum, Evaluation, Executive, Finance, Marketing, Resource Development, Screening and Selection, and Strategic Planning committees.
- Provides leadership, supervision, and guidance for staff and direction and support for volunteers of LT.
- Fosters shared leadership, inclusive decision-making, and positive relationships between the Board, staff, volunteers, and other stakeholders.

RESOURCE DEVELOPMENT AND COMMUNITY RELATIONS
- Promotes and represents LT in the region’s private, public, and non-profit sectors and in the community at large to further the goals of the organization and increase its visibility.
- Oversees marketing of the LT program and the annual recruitment of candidates nominated to the program.
- Develops and implements the annual fundraising plan, to ensure robust sponsorships, resources, and contributions to sustain the program.
- Develops and cultivates an extensive network of alumni and volunteers who participate in the board, committees, and programs; and who provide input on changing regional needs; participate in fundraising and recruitment efforts; and champion LT throughout our region.

OPERATIONS AND FISCAL OVERSIGHT
- Advises and supports the Finance Committee.
- Oversees the preparation of annual budgets and monthly financial reports.
- Develops policies and procedures regarding investments and the administration of the Founders’ Scholarship Fund.
- Formulates recommendations for program tuition and fees.
- Provides mentoring, professional development, and performance management of staff.
IDEAL EXPERIENCE

- Demonstrated success working with a board of directors, staff, and a large and diverse network of volunteers to advance an organization’s mission.
- Demonstrated success in advancing values of diversity and equity in organizations and the community.
- A track record of success raising significant resources through donations and corporate partnerships.
- Experienced in developing and maintaining effective relationships with business, government, philanthropic, not-for-profit, and community leaders.
- Strong fiscal management and budgetary leadership experience.

IDEAL QUALITIES AND COMPETENCIES

Collaborative Community Builder

- Ability to navigate disparate points of view, and draw people and organizations into relationships with LT and each other.
- Demonstrated success in accessing and developing relationships with leaders at many levels.

Resource Development

- Is passionate about LT and enthusiastically seeks support from a broad spectrum of sources including individual donors, corporate sponsors, and foundations.
- Demonstrated success in building an organization’s fundraising capacity.

Can Challenge the Process

- Seeks to understand how things could be done better and can thoughtfully challenge the status quo.
- Has the patience, courage, grit and confidence to present and gain support for new ideas, while being sensitive to the need to pace change.

Has Diversity in their DNA

- Truly values diversity in its many forms in the Pacific NW and exhibits a high level of cultural competency.
- Understands how diversity is essential to LT’s success and is committed to continuing LT’s strong commitment to engaging diverse communities and building cultural competency throughout the program.

Inspires a Shared Vision for LT’s Future

- Envisions different ways where LT can make a difference in the community and brings those forward for consideration to the Board, staff, and volunteers.
- Possesses the passion, communication skills, and ability to excite broad support for a vision of LT’s future.

Proven Ability to Successfully Motivate & Engage Volunteers at All Levels

- Values the engagement of volunteers in every aspect of LT’s work and understands LT’s success rests on the work of volunteers.
- Demonstrates the ability to access, activate, and guide volunteers, channeling their knowledge and skills to meet the needs of LT.

Has the Skills and Presence to Successfully Run LT and Get Things Done

- Recognizes the unique qualities of a small business or non-profit with a large impact and a modest budget. Knows how to work effectively with constrained resources and leverage opportunities for the organization.
- Has the proven ability to set priorities and keep the organization focused on critical goals.
- Can manage conflict and balance many voices with diplomacy.
- Results oriented, takes personal responsibility and shares credit for success.
How to Apply

All applications will be given serious consideration. Applications will be acknowledged via an email receipt and will be held confidentially within the Search Committee until the finalists are introduced to the LT Board. Initial interviews for the position will be conducted in August and September, with final interviews anticipated in Fall 2017. We anticipate a start date at the end of 2017.

Applications will be reviewed on a rolling basis, and full consideration will be given to materials received by July 31, 2017.

- Cover letters should be no more than 2 pages.
- In your cover letter, please share how your professional interests and passions specifically correlate to the mission and purpose of LT.
- Answer the questions: Why are you interested in the Executive Director role at LT? What about your background and experience makes you the best candidate for the future of LT?

We request all applications via email to: Christine@hrstrategiesintl.com

This is a full-time exempt position that requires a willingness to work some evenings and weekends. Competitive salary and benefits package are offered through our affiliation with the Seattle Metropolitan Chamber of Commerce.

We actively seek a diverse pool of candidates from a variety of backgrounds, and multicultural candidates are encouraged to apply.

The search for this position is being facilitated by HR Strategies International, a nonprofit consulting firm that provides a full range of search, interim and leadership transition support and outsourced Human Resources services throughout the Puget Sound.

Questions regarding this opportunity can be directed to Christine Martin, Principal, HR Strategies International—Christine@hrstrategiesintl.com or 206.349.4774.