

Leadership Greater Syracuse

Job Description

Location: 5703 Enterprise Pkwy., Suite C, E. Syracuse, NY 13057

Job title: Executive Director

Reports to: Leadership Greater Syracuse Board of Directors

Position type: Full time, exempt

General Description:

The executive director of LGS provides vision and leadership to develop and guide business operations, programs and activities to fulfill the organization's mission. The executive director is responsible for the overall operational success of the organization. This includes all business operations, programmatic administration and oversight, fund raising, board and committee management, and staff supervision. The executive director serves as the lead representative of the organization in the community.

The executive director is a community leader, an effective decision-maker, and has the pulse on the greater Syracuse community. The executive director has functional understanding of the local business, nonprofit and government landscape.

Job responsibilities include (but are not limited to) the following:

Business Administration

- Responsible for payroll, insurance, banking, oversight of day-to-day finances, employee benefits, office location and property/equipment. Successfully manage an annual budget, including oversight of annual audit. Ensures compliance with all applicable regulatory agencies.

Program Development and Supervision

- Ensure the success of all programs including: flagship program, CNY Political Leadership Institute and other ancillary programs.
- Evaluate opportunities to develop new and sustainable programs/services, along with the creation of strategic partnerships with other community organizations.
- Participate in all programs as deemed necessary.

Fundraising/Grants

- Have strong ability to fundraise and solicit corporate sponsorships, government support and has knowledge of funding sources.
- Evaluate opportunities for new sponsorships and partnerships that meet the organization's financial sustainability goals.
- Execute and/or support fund raising events with volunteer committees.
- Identify, apply for, execute, and conduct required follow up on any grants or contracts that are needed and secured, with volunteer committees.

Marketing

- Lead the effort in overseeing the organization's branding and marketing to ensure consistency of the message, utilizing all platforms (with support of a marketing committee.)

Relationship Management

- Develop and sustain strong working relationship with board of directors, donors, government supporters and graduates of all programs.
- Ensure a high level of engagement and motivation with volunteers assuring there are sufficient numbers of dedicated volunteers to fulfill the organization's needs.

Staff Supervision and Development

- Recruit, hire and supervise LGS staff, including conducting periodic performance evaluations, providing consistent feedback, and assisting with professional development of staff.

Strategic Planning

- Develop, facilitate and execute periodic strategic planning initiatives, working collaboratively with the board of directors in fulfilling strategic goals.

Miscellaneous

- Carry out any other duties assigned by the board of directors.

Work Experience & Cultural Qualifications

- Minimum 15 years' experience in business operations, including supervisory/management.
- Highly organized. Ability to multi-task and prioritize workflow to maximize efficiency.
- Must be an excellent and clear communicator.
- Must be comfortable with public speaking.
- Must exhibit cultural fluency.
- Must be a champion of CNY and its people.
- As a representative of the organization, must present as politically (as well as issues), neutral.
- Being familiar with LGS, or similar community leadership programs, is a plus.
- Experience preferred with database management (i.e. ACT, Sales Force) and the Microsoft Office Suite.
- Able to attend community events.

Education Requirements

- Bachelor's degree preferred.

Date: June 2023