

LHOI Executive Director

The Executive Director (ED) assumes authority and responsibility as delegated by the LHOI Board of Directors (the Board) to fulfill LHOI's mission and vision through strategic, financial, philanthropic and community leadership. The ED works under the direct supervision of the Board Chair and maintains a collaborative relationship with the Board. The ED is the chief administrative and program officer. The ED provides operational leadership for LHOI's programs and staff.

Duties and Responsibilities

Strategic Leadership and Mission Fulfillment:

- Organizes all the functions of LHOI in an effective and efficient manner consistent with LHOI's mission and strategic vision.
- Ensure ongoing programmatic excellence and rigorous evaluation of program effectiveness and sustainability.
- Recommend timelines and resources needed to achieve strategic goals.
- Actively engage and energize LHOI's volunteers, Board members, committees, alumni, partnering organizations, and funders.
- Deepen and refine all aspects of communications to external relations with the goal of creating a stronger brand.

Board Relations:

- Serves as an ex-officio member of the Board of Directors.
- In collaboration with the Board chair, organizes and prepares the Board's agenda for all meetings and prepares reports for the Board as requested.
- Supports and participates on Board committees as requested.
- In collaboration with the Board chair, provides orientation for new Board members.

General Administration:

- Manage staff hiring and performance development to acquire and retain a high-performance team, in conjunction with the Board.
- Develop system/process for tracking and evaluating staff performance; retain high-performing team.
- Develop and ensure effective systems to track program components, to measure successes that can be effectively communicated to the Board, funders, and other constituents.
- Maintain strong communication and productive relationships with LHMBC leadership, staff, grantors, and contractual agencies.

Financial and Philanthropic Leadership:

- In collaboration with the Board Treasurer, prepares the annual financial and capital budgets and prioritizes utilization of funding that aligns with the mission and strategic vision of LHOI.
- Provide oversight in collaboration with the Board Treasurer of financial records and accounting system to ensure accuracy and completeness.

- In collaboration with the Board, establish annual goals for fundraising; expand revenue generating and fundraising activities to support existing program operations. Additionally, provide direct support for all fundraising activities.
- Develop and maintain a strong relationship with donors and funders to encourage ongoing commitment and support.
- Manage program and administrative operations in alignment with budget expectations.

Planning and New Business:

- In collaboration with the Board, design the growth plan and strategic business planning for programs, including expansion into new service areas.
- Build partnerships in the community, while establishing relationships with funders and community leaders.
- Publish and communicate program results with an emphasis on the success of the program as a model for new services and programs.

Qualifications

Education and Professional Experience:

- Bachelor's degree from accredited institution of higher learning preferred. A minimum of 5 years appropriate administrative/program management and fundraising experience required. In lieu of Bachelor's degree will consider 7-10 years of applicable experience with some college level education.
- A proven track record of developing and implementing strategic plans, fundraising strategies, financial management, program evaluation and staff development.
- A strong commitment to the LHOI mission, vision and values and a passion for serving the community.
- Ability to work effectively with diverse groups of people and build collaborative relationships with internal and external stakeholders.
- Knowledge of the local community to identify opportunities for LHOI and its clients.

Competencies and Work Experiences:

- Strong managerial skills including financial, staff, and operations.
- Excellent communication, interpersonal, negotiation and problem-solving skills.
- Experience working with a Board of Directors.
- Competent public speaking skills.

Professional Characteristics:

- Passion for the mission of LHOI; supporter of LHOI culture and core values.
- Utmost integrity, honesty, strong moral values and principles.
- Service-oriented, customer/client-focused.
- Ability to inspire and motivate staff and volunteers.
- Action-oriented, entrepreneurial, adaptable, innovative approach to business planning and open to new ideas and approaches.