



POSITION DESCRIPTION

POSITION TITLE: Executive Director

DEPARTMENT: Administration

SUPERVISOR'S TITLE: LHC Board of Directors

FLSA STATUS: Exempt; Part Time (25-30 hours)**

POSITION PURPOSE

The Executive Director is responsible to implement the strategic plans and programs to position Leadership Hendricks County as the community education organization that teaches leadership. The Executive Director is responsible for the day to day operations of the organization, including sustainability, managing staff and committees, and networking, while serving as a community leader, fundraiser and connector. This position may work at the office and/or remotely.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must perform in a satisfactory manner the functions listed below. The organization will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Direct Leadership Hendricks County in a cost-efficient manner while continually implementing best practices and innovation.
- Direct sustainability and fund-raising efforts of LHC: includes maintaining and implementing development plan to secure philanthropy to meet annual budget and long-term financial goals as well as maintain and cultivate donor/community partnerships in coordination with resource development committee.
- Establish, with the Board of Directors, the vision for the organization, create and implement strategic planning, and ensure financial health of the organization and proper governance.
- Attend Leadership Hendricks County sponsored or led events.
- Attend county-wide events including community service organization meetings (Rotary, Kiwanis, Chambers, etc.) to promote organization and provide community leadership.
- Collaborates with Board of Director Treasurer and staff to facilitate annual budget, create monthly financial reports and manage payroll. Pay accounts payable and monitor accounts receivable. Monitor budget, income and expenses. Monitor and maintain checking, reserve and endowment accounts. Maintain best practices in financial policies and procedures.
- Hire, train, and supervise staff. Perform personnel actions, including performance management, career development, and corrective counseling to staff and volunteers.



EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual should have an equivalent of the following education and/or experience.

Required:

- Bachelor's degree in business administration, nonprofit management or other related field required.
- Experience in fundraising, resource development and philanthropic activities.
- Experience in budget management.

Preferred:

- Experience with management in a nonprofit organization.
- Experience in staff supervision.
- Experience in customer service and community engagement.
- Experience in strategic planning and execution.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The environmental and physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. The company will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- Must be able to perform tasks involving sitting and physical activity such as lifting and carrying up to 15 pounds, reaching overhead, reaching low, kneeling, climbing, crouching, bending, stooping, and standing.
- This position may work at the office and/or remotely.
- This position is part time, approximately 25-30 hours per week.

****While the position is part-time, it offers a flexible structure through which a candidate may opt for full-time by incorporating functions that are currently being outsourced.**