

Cultural Leadership Job Description

Cultural Leadership is an educational youth leadership development organization that creates youth leaders, teaching advocacy and social justice, using the lens of the Jewish and African American experiences. Cultural Leadership also works with the families of youth to broaden their experiences and provide support for students. The organization's goal is to provide participants the tools and skills to recognize and resolve issues of discrimination and inequality, thereby creating a cadre of social justice activists who help build a world of inclusion and equality.

Cultural Leadership is seeking an Executive Director that is responsible for the organization's consistent achievement of its mission, financial objectives and strategic growth. Additionally, the Executive Director supports the efforts of the program director to teach students to become leaders, activists, critical thinkers, and risk takers, thereby creating a cadre of social justice activists who help created a world of inclusion and equity.

The Executive Director will be a strategic thinker responsible for day-to-day operations, building and maintaining a strong, diverse funding base, oversight of program development and administration, maintaining relationships with partner agencies, representing the organization in the community, and implementing the long-term plans of Cultural Leadership.

Qualifications:

- Bachelor's degree in business, nonprofit management, or a related field required. (Master's Degree preferred)
- Minimum of 3-5 years leading a non-profit agency with a budget of \$500,000 or more.
- Minimum 3 years of successful fundraising experience.
- Experience building relationships with donors, funders, and stakeholders.
- Demonstrated success with cultivating and closing major gifts.
- Understanding of nonprofit financial statements and the budgeting process.
- Strong leadership and interpersonal skills. (Previous staff management preferred)
- Demonstrated understanding of diversity, equity and inclusionary practices, engagement best practices and cultural competence.
- Interest in and knowledge of social justice issues with an emphasis on the African American and Jewish cultures, religion and history.
- Experience working with organizations working with youth.
- Ability to promote partnerships and maintain favorable working relationships among diverse institutions and individuals.
- Experience working with a nonprofit Board of Directors and volunteer committees.
- Excellent oral and written communication skills.
- Proven ability to develop written communications, presentations, social media campaigns

- Strong computer skills.
- Exceptional multi-tasking abilities and comfort with switching between high- and low-level work.
- High level of personal and professional ethics.
- Flexible schedule; available for varied hours (evening, weekends, and/or holidays)

Nonprofit Management Responsibilities:

- Work in collaboration with the Board to develop a new strategic plan that supports that growth.
- Assist the Board in the formation and implementation of policies, goals, and objectives for Cultural Leadership to achieve effective financial operation of the organization.
- Manage day-to-day activities of the agency in accordance with sound management and personnel practices.
- Continually work to improve and increase individual and organizational capacity
- Establish and promote positive working relationships with the Board of Directors, funders, stakeholders, and community organizations. Work as a team member with a strong commitment to collaborative work.
- Participate in board development and growth; prepare or oversee preparation of all board materials, plan and attend all board meetings, and provide direct oversight and management of all board committees.
- Keep the Board informed about relevant developments that may impact the agency.
- Promote active and broad participation by volunteers in all areas of the organization's work.

Budget, Finance and Development:

- In conjunction with the Board, especially the Treasurer, ensure agency's fiscal health including obtaining and maintaining a stable, diversified funding base and managing cash.
- Oversee grant applications, funding reports, invoices and collecting and summarizing relevant data.
- Identify and cultivate individual, foundation, corporate and governmental relationships for the purpose of promoting Cultural Leadership's mission and generating funds for the organization.

Marketing and Communications:

- Be the face of and represent Cultural Leadership in various community meetings that bring visibility to the organization.
- Assure the organization and its mission, programs and services are consistently promoted and presented in a strong, positive light.
- Expand all aspects of communication – from web presence to external relations – with the goal of creating a stronger brand.

- Publicize the activities of the organization, its programs and goals.

Staff Management:

- In conjunction with the Board, develop and annually review personnel policies.
- Lead, hire, train, inspire, motivate, and guide staff toward common goals by maintaining a climate that attracts, retains, and motivates a diverse staff of top-quality people
- Recruit and support volunteers.
- Provide clear and consistent vision, including aligned goals and objectives, to the staff.
- Maintain personnel records and carry out personnel policies.

This is a full-time/exempt position. Salary is \$75,000-\$90,000 and commensurate with experience.

Please submit resume, a cover letter and 3 references with contact information to executivedirector@culturalleadership.org