



# Program Director Leadership Mountain View Position Announcement

## VISION

Dynamic and diverse program for community and business leadership development

## MISSION

Provide excellence in leadership training and development programs to build leadership skills, knowledge of community, and relationships between people and organizations

## POSITION SUMMARY

The Program Director is the full-time Director of Leadership Mountain View (LMV), a program within the 501(c)(3) non-profit arm of the Mountain View Chamber of Commerce, and is accountable for all aspects of the operation of the organization, including financial management, budgeting, planning, program development and facilitation, volunteer management and resource development. The Program Director must ensure that LMV remains mission driven and is responsible for the strategic vision. Working closely with LMV Advisory Council and committees, the Program Director plans and facilitates program trainings, consulting, coaching, and mentoring. The Program Director is the chief spokesperson and must successfully communicate LMV's message to external and internal audiences. We are seeking a leader who is visible in the community, has a proven history of building strong relationships within a community, understands and embraces the diversity and culture of the community, and is a consensus builder who leads by example in both values and actions. The Program Director must have a proven history of successful agency management including a track record in fund raising and public relations. The Program Director motivates the organization to achieve optimum results.

## RESPONSIBILITIES

- **Fund Raising and External Relations**—Build and maintain relationships with foundation program officers, grant makers, corporate and individual donors, community leaders, and government officials to identify and increase sources of revenue and resources. Ensure that all funds are dispersed in accordance with contract requirements and donor designations.

- **Relationship Building & Community Relations** — Raise the public profile of LMV by representing and advocating for LMV with public and private stakeholders. Serve as a visible and credible representative of LMV to further the mission and goals.
- **Operations Management**—Develop and manage an annual budget of approximately \$70,000 and ensure the financial health of LMV by managing fiscal activities, budget oversight, expense containment, and development of accounting systems and reports. Provide leadership and guidance to Chamber staff, Chamber Board, and LMV Council in developing and evaluating effective programs, responsive to the needs of our target clientele. Ensure compliance with policies, development and monitoring of appropriate administrative records and procedures of LMV as well as federal, state and city regulations. Ensure that LMV complies with all relevant laws, regulations, and applicable policies developed by the Council and regulators.
- **Council Development and Strategy**—Maintain a passion for the LMV program to implement strategic thinking, planning, and decision-making initiatives to better serve our clientele. Form strong partnerships with active Council members and committees. Work in concert with committees to recruit class and council members, develop curriculum, and promote the program (including media relations and promotional collateral such as Chamber newsletter articles and LMV website). Coordinate monthly council meetings and annual Council retreat, and serve as liaison to LMV Alumni Association.
- **Recruitment of LMV Class**—Partner with the LMV Council to develop strategies for sourcing and recruiting a diverse pool of applicants/students for this program; at least 30 students must be registered each year. Be accountable for all aspects of the recruiting process, including the development of creative recruitment strategies, sourcing methods, diversity outreach, etc.
- **Facilitation of Program Days**— Work closely with program committee to ensure program content is relevant and of the highest quality. Responsibilities include program identification, vendor negotiation, logistical coordination, and facilitation of all leadership development curricula. Maintain continuity with current program in place while benchmarking similar organizations to determine best practices that should be included in the development of a future roadmap.

#### MINIMUM QUALIFICATIONS

- BA/BS degree in Education, Public Administration, Organizational Development or related field or equivalent education and/or experience.
- Proven public and private fund raising capability, including grant writing and grant management.

- Must be able to demonstrate strong relationship building skills to establish, develop and gain the trust of partner representatives at all levels e.g. executive management, partner organizations, class speakers, Council & Alumni, etc
- Experience with volunteer management.
- Demonstrated experience with fiscal management.
- Program development, design, and management experience.
- Ability to attract, develop, and retain culturally diverse class and Council members and volunteers, as well as maintain a high level of personal performance and effectively utilize their talents.
- Knowledge in database programs, Excel, Word, and graphic design.
- Ability to work nights and weekends as needed, including a weekend Art & Wine Festival in September.
- Experience and comfort in working with an ethnically and economically diverse population.

#### SALARY AND BENEFITS

\$45,000 - \$50,000, based upon experience. Health insurance benefits offered. Position is exempt. Position reports to CEO, Mountain View Chamber of Commerce.

#### APPLICATION PROCESS

Applicants should provide resume and cover letter describing qualifications, experience, and interest in the position to Steve Olson, LMV alumnus and chair of the search committee at [srolson@stanford.edu](mailto:srolson@stanford.edu). Resumes without cover letters will not be considered.

Please, no phone calls.

July 2, 2008