

## **Elevate Northland**

### **Executive Director Position Description**

#### **Position Summary**

The Executive Director of Elevate Northland (EDEN) is responsible for the overall leadership & philosophical foundation of Elevate Northland

#### **Essential Position Responsibilities**

##### **Leadership & Vision**

- ✚ Continuously refine the daily operation & long-term strategic planning process
- ✚ Prepares & maintains the budget
- ✚ Recruits, selects, supervises, trains & evaluates staff, building a diverse, ethical & transparent culture of teamwork, high performance, and accountability
- ✚ Develops the staff team, facilitating meetings & retreats & modifying job descriptions as needed
- ✚ Continuously coordinates research & evaluation on best practices for non-profits

##### **Facility & Operations**

- ✚ Provides general supervision & evaluation of Elevate Northland's operations & procedures, including but not limited to the room reservation process & assignment of space
- ✚ Conducts a regular facilities inventory to ensure that appropriate standards of sanitation, safety, maintenance & cleanliness are maintained
- ✚ Develops an emergency operations plan & serves as a resource in responding to crisis or emergency situations
- ✚ Solicits bids from vendors & makes recommendations to the Board of Directors accordingly
- ✚ Recommends capital improvements & participates in developing short and long-term plans to improve the physical facilities

##### **Fundraising & Friend-raising**

- ✚ Serves as the public face of Elevate Northland, actively engaging with the educational, corporate, civic & political sectors of the community
- ✚ Serves as an ex-officio member of each standing committee of the Board of Directors
- ✚ Utilizes a narrative budget approach to communicate data-driven results to stakeholders for every program under the umbrella of Elevate Northland
- ✚ Prepare grant proposals to support & expand program development
- ✚ Cultivates relationships with a wide variety of individuals & organizations

##### **Marketing & Communication**

- ✚ Facilitate the development of Elevate Northland brand recognition in the greater Columbus area
- ✚ Strengthen & expand the web presence
- ✚ Develop and send a regular e-newsletter to stakeholders
- ✚ Work with local news outlets by disseminating press releases celebrating accomplishments, garnering positive momentum for upcoming events & sharing impactful stories
- ✚ Work with the Board of Directors, staff & volunteers to design & implement an effective marketing & communication strategy

## **Elevate Northland, Executive Director Position Description (continued)**

### **Position Requirements**

- Education:** Bachelor’s degree & 5 years of progressively responsible experience  
OR  
Master’s Degree & 3 years of progressively responsible experience
- Experience:** Experience supervising professional staff  
Experience managing complex budgets with multiple revenue streams  
Involvement & leadership in professional organizations
- Qualifications:** Ability to lead, show initiative, work independently & on teams  
Excellent analytical skills & attention to detail  
Masterful communication skills – both verbal & written –including the ability to work effectively with individuals at all levels of the organization, from consumer & volunteer to full-time and part-time employees
- Skills:** Ability to multi-task, gracefully & effectively working under tight deadlines when necessary  
Adept use of Microsoft Excel, PowerPoint & Word is required  
Experience with grant sponsorships & donor cultivation  
Familiarity with legal issues related to volunteers & non-profit leadership  
Proficient use of internet & email is required
- Hiring Range:** Salary Commensurate with experience

### **Working Conditions & Physical Requirements**

#### **Notice**

The intent of this Position Description is to provide an overview of the major areas of focus, specific responsibilities, and qualifications necessary to perform the job. It is important to note that other areas of focus & specific responsibilities may be assigned by the Board of Directors as needed. In the event there are substantial changes in the work and/or qualifications necessary, this position description will be revised by the Board of Directors accordingly.

#### **Applying**

Interested candidates should send a cover letter and resume to Dr. Mary Lutz (mlutz3@ashland.edu). Position open until filled.