

## **JOB DESCRIPTION**

**JOB TITLE:** Executive Director

**ORGANIZATION:** Shore Leadership

**JOB TYPE:** Part Time 25 hours. Work from Home

**SALARY:** \$35,000

**SHIFT AND SCHEDULE:**

Choose your own hours unless otherwise noted by a scheduled event

Flextime

Monday to Friday

### **BACKGROUND**

Shore Leadership is an independent leadership development program designed to broaden the knowledge base of mid- to senior-level public and private sector executives about the critical issues, challenges, and opportunities facing the region. Shore Leadership is a component fund of the Mid-Shore Community Foundation, a non-profit 501(c)(3) organization.

The Executive Director works in partnership with the Advisory Board of Directors to set strategic direction and implement the organization's strategic priorities in accordance with the organization's mission, vision, and desired impact. The Executive Director will promote the organization, maintain, and enhance important relationships and develop new relationships and opportunities.

### **Position Summary**

Shore Leadership is seeking an experienced Executive Director who is passionate about our mission and able to lead our organization with excellence. The Executive Director will be responsible for working with the Advisory Board of Directors and committees to oversee all aspects of the organization's operations, including fundraising, program development, and financial management.

The Executive Director will be a passionate leader who inspires others to engage with our mission. They will work closely with the Advisory Board of Directors to ensure that the organization is fulfilling its mission and serving its constituents effectively. The Executive Director will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders.

Our ideal candidate will be a motivational leader with a proven track record of success in nonprofit management. They will be passionate about our organization's mission and committed to achieving our goals. The Executive Director will be a strategic thinker who is able to balance short-term needs with long-term planning. They will have excellent communication skills and be able to represent our organization to a variety of audiences.

### **KEY RESPONSIBILITIES**

While the responsibilities may be varied, the following are core/major responsibilities of the Executive Director:

- Is the face and spokesperson for Shore Leadership across all sectors of the region – nonprofit, corporate, and government.

- Promotes, maintains, and expands effective relationships with donors, stakeholders, and community partners. Develops trusting relationships and works collaboratively across all sectors to advance the priorities of Shore Leadership.
- Provides strong financial leadership and fundraising capacity. Assists in building the financial health of the organization in line with the fundraising goals established by the Advisory Board of Directors.
- Provides leadership and support to the Advisory Board of Directors and its committees as well as reporting to the Advisory Board of Directors on the overall health of the organization.
- Promotes competency, quality, customer service, and the highest ethical standards throughout the organization.

## **SPECIFIC DUTIES**

### **Governance**

Maintain open and ongoing communication, and provide support to, the Advisory Board of Directors and committees so they have sufficient information and insight to make policy decisions and monitor the organization's health and performance. Involve Board and committee members in meaningful ways, including planning and sponsoring activities.

### **Fundraising and Development: Steward a Healthy Organization**

The Advisory Board of Directors has fiduciary responsibility for the organization. The Executive Director will facilitate this by maintaining fiscal and budgetary accountability.

- Develop and lead the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals, with a focus on securing major gifts, sponsorships, and individual donations.
- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Advisory Board of Directors and other stakeholders to engage donors and secure major donations.
- Work with the Advisory Board of Directors and other stakeholders to establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.
- Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.
- Develop and implement donor stewardship plans to maintain strong relationships with donors and secure ongoing support, including regular communication, recognition, and engagement opportunities.
- Ensure that the organization raises enough funds to meet its annual goals, as established by the Advisory Board of Directors, and expand its mission reach and impact, monitoring and reporting progress toward fundraising goals and adjusting as needed.

### **Public Relations and Recruitment: An Ongoing Effort**

Engage and encourage Shore Leadership participants to apply and participate in recruitment events.

- Outreach – Facilitate recruitment and relationship building events and activities (such as Rotary, Chamber events, local leadership events, etc.), and make presentations to encourage potential applicants.
- Act as the organization's spokesperson and represent the organization at public events and speaking engagements.
- Develop and maintain relationships with media outlets and reporters to secure press coverage and promote the organization's activities.

#### **Board Development and Leadership**

- Attend and support all activities of the Advisory Board of Directors, whenever possible. When attendance is not possible, ensure someone who will attend is designated as responsible and is prepared to conduct the activity.
- Attend and support the activities of the working committees as needed.
- Model and promote the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions.

#### **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

The Executive Director will work remotely and will be required to furnish their own safe, ergonomic working space and equipment.

The ED will be expected to travel several times every month to the various program venues throughout the nine counties of the Eastern Shore of Maryland. The ED will be physically capable of traveling and providing his/her own transportation to and from the various venues.

**Please send resume to: [shoreleadership@gmail.com](mailto:shoreleadership@gmail.com)**