



**Executive Director for Leadership Development**

Full time, Exempt Position

San Luis Obispo Chamber Office, 895 Monterey Street, SLO

Reports to the President/CEO

Ask What’s Possible

**Position description**

This position is responsible for developing leadership throughout the community through two complimentary programs of education, inspiration and connection: Leadership SLO and Insight Studio.

Rise Above Self Interest

Leadership SLO is a yearlong, countywide, community-based leadership program. As a 501(c)3 organization, it is overseen by an independent board of directors who contract for management services through the San Luis Obispo Chamber of Commerce.

Target Amazing

Build Relationships

In their role with Leadership SLO, the Director annually welcomes applicants of all ages, from every industry sector and from across the central coast region. A rigorous application and interview process results in a 36-member class rich in diverse life experience. Together these community leaders meet during nine, monthly, 8-hour “day sessions” diving deep into key components of community life: health, education, business, justice and more. Together, these community leaders explore how SLO County works and their role in improving it.

Connect Diverse Perspectives

Grit to Achieve What We Believe In

The Director works with recognized community decision-makers to consistently deliver relevant, informative and dynamic speakers, panels, and exercises for the benefit of class learning. In addition, the Director coordinates all logistics necessary for a successful day session; soliciting host venues, contracting for transportation as needed, arranging meals, etc.

Oh, and We Like to Have Fun

In furtherance of the Leadership SLO tenet to welcome diverse voices every year through affordable tuition and available scholarships, the Director maintains and develops annual donors who contribute upwards of 25% of the program’s budgeted income. The Director guides the board toward the achievement of Leadership SLO’s mission, strategy, and its annual goals and objectives.

Insight Studio presents workshops, trips, and conversations critical to furthering business, developing our regional workforce and shaping strong leaders.

This curated yearlong series consists of an out-of-area trip to a leading business, three workshops, two conversation events, a large fall event and a group trip to an out of area conference (i.e. World of Business Forum in NYC, Tech Crunch, etc). Similar to the knowledge and skills required to ensure a successful Leadership SLO program, the ideal candidate will utilize connections and relationships with recognized community decision-makers to consistently deliver relevant, informative, and dynamic speakers for the Insight Studio audience. In creating the Insight Studio series, the Director exhibits the humility to rise above the status quo and ask what’s possible. The Director must show a commitment to social equity in order to rise above self-interests, share joy in creativity and the ability to connect with diverse perspectives. In addition, the Director shall have a sense of responsibility to the program, the community we serve and encompass a work ethic that fosters a grit to achieve.

We connect the business community with ideas, inspiration and each other, bringing people together to shape the place we love.

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### **Essential duties and responsibilities**

Plans and executes logistics for each Leadership SLO class

- Identifies potential applicants throughout the year and leads recruitment
- Manages all facets of a 3-day, offsite retreat with contracted facilitator
- Determines the order of day session topics and appropriate community decision makers and visionaries to help create the day's agenda
- Surveys class members regularly for satisfaction
- Positions the class for active involvement in alumni activities

Serves the Leadership SLO Board of Directors

- Demonstrates proficiency in nonprofit board governance vis a vis:
  - Communication
  - Strategic plan development and stewardship
  - Nominations, board solicitation and orientation
  - Legal obligations (e.g. record keeping, 990 filing, 501(c)3 protection)
  - Serves as recording secretary to the board and its committees

Ensures financial success of the program

- Works with the board treasurer and coordinates with the SLO Chamber CEO to create an annual budget
- With board guidance annually reviews semi-static income and expense accounts such as tuition, sponsorship levels and retreat expenses for their appropriateness
- Provides leadership in identifying new income sources
- Acts as the development director to secure sponsorships
- Assists the board fundraising chair in tracking progress to fundraising objectives
- Works with the SLO Chamber bookkeeper to produce monthly financial reports and annual 990 filings

Preserves and promotes Leadership SLO's respected brand

- Reviews and maintains an accurate and user-friendly website
- Actively maintains database
- Works with the board marketing & engage alumni in social media (Facebook, Instagram, LinkedIn)
- Manages a quarterly alumni newsletter

Fosters Alumni engagement among 1,000+ alums

- Identify social and educational opportunities for alums to gather
- Secures speaker/activity
- Advertises and promotes
- Coordinates logistics (e.g. bus, venue, electronics, food, drink)
- Surveys for satisfaction

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**Coordinates Insight Studio**

- Identifies and invites potential speakers to ensure a positive, supportive experience
- Coordinates with key Chamber staff including Director of Communications and Business Education, Administrative Assistant and Chamber CEO regarding event details including speaker invitations, sponsor care and event logistics
- Identifies and coordinates event promotion such as emails, press releases, newsletter stories and website updates
- Works with the President/CEO on creating an annual budget for the series and tracks for budget success
- Sets attendance goals and works to ensure capacity at events
- While the President/CEO secures Insight Studio sponsorships, the Director ensures donor benefit fulfillment for retention

**Characteristics, Experience and Vital Contributions**

**Characteristics:**

- Curious
- Community Minded
- Engaged
- Self-Motivated
- Listener
- Provocative (willing to poke at established thinking)
- Social Justice Champion

**Experience:**

- Experience with facilitation and current leadership concepts
- Experience in training content delivery
- Ability to foster relationships
- Understand community culture & knowledge of local community
- Political acumen
- Database management, website basics, social media proficiency, Microsoft Suite
- Board management (e.g. non – profit Board experience and/or management)
- Humor, patience, curiosity, strong self-awareness and a well-developed command presence
- Experience in attracting, developing, managing and valuing diverse teams
- Experience in fundraising
- Experience in donor development and benefits delivery
- Strong budgeting and fiscal management skills

**As Part of the Chamber Team:**

- Serve as a conduit to new speaker/activity ideas for Good Morning SLO and Legislative Events
- With experience in professional development be an advocate for training and continuous improvement. Model that advocacy as a cultural norm

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- With a breadth of community contacts be active in the SLO Chamber Board of Directors nominations brainstorm
- With experience in team leadership deepen understanding in roles of various positions: leader, team leader, follower
- Ability to successfully engage known and respected decision-makers across many disciplines in SLO County; systems thinker; program developer; program manager, etc.

**Salary and benefits**

Job structure, duties and overall compensation can be flexible depending on the qualifications and availability of the ideal candidate.

A candidate pursuing a full-time position that includes both Leadership SLO management and Insight Studio management can expect a competitive salary based on experience and an excellent benefits package including:

- Paid holidays and vacation
- Retirement plan
- Profit sharing
- Life / Health insurance paid
- Long Term Disability insurance paid
- Paid downtown parking
- Flexible Spending Account

A candidate pursuing a part-time position as Director of Leadership SLO can expect a commensurate salary and a reduced benefits package.

**Submitting your interest in the Executive Director of Leadership Development**

Components:

1. A cover letter indicating your interest
  - a. To include: name, mailing address, email address, phone number and list two references-personal or professional
2. Your resume

Format:

Submit two (2) pdf documents named:

*FirstnameLastnameCoverLetter*

&

*FirstnameLastnameResume*

Email (only) to:

Jim Dantona (ceo@slochamber.org)

**The closing date for submission is 5 p.m. on July 15<sup>th</sup>.**