



CLEVELAND LEADERSHIP CENTER

Position Description: Director of Alumni and Community Engagement

Organization

The Cleveland Leadership Center (CLC) directs a civic education and leadership development portfolio of offerings that together make up a comprehensive, intergenerational leadership development and civic engagement curriculum. The offerings target people at different leadership stages:

- Leadership Cleveland and LC2 Fellows (senior level leaders)
- Cleveland Bridge Builders (mid-career professionals)
- On-Board Cleveland (early-career professionals)
- (i)Cleveland (college)
- Look Up To Cleveland and LookUp Summer Session (high school students)
- Civic Leadership Institute (community members at all ages and stages of life and career)
- Alumni and Community Offerings

Position Summary

CLC seeks a highly motivated, organized, outgoing, innovative, independent and civically engaged individual to serve as Director of Alumni and Community Engagement. This newly created role will advance the civic commitment and engagement of alumni of all programs. The Director will have responsibility for exploring new ways to meaningfully engage our alumni to better our community. While developing new opportunities is a critical component, the Director also will have ultimate responsibility for the successful execution of existing events including Accelerate: Citizens Make Change, Leading for Change Leadership Conference (offered biannually), Program Anniversaries, Holiday Parties, Member Only and All Alumni events. This position reports to the President and CEO, and will work closely with the Vice President of Strategic Engagement. The Director will advance CLC's role as community convener by supporting special collaborative projects that align with the organization's mission. A flexible work schedule is required to support off-site programming and activities (evening and limited weekend work required).

Qualities

The successful candidate will:

- Articulate a vision of civic engagement for CLC alumni that will be transformative for the community.
- Demonstrate creative thinking in the development of new avenues of engagement.
- Have a keen understanding of the civic realm and how to interact with multiple diverse civic organizations.
- Enjoy interacting with diverse individuals and identifying ways to deploy their talents for the betterment of our community.
- Be adept at managing logistics to the smallest detail while thinking on a large scale.
- Exhibit a comfort in using technology, including social media.

Responsibilities

- Design and deliver meaningful programming that engages CLC alumni in the civic realm and that advances the organization's mission.
- Bear ultimate responsibility for the successful planning, execution and evaluation of current alumni engagement opportunities, including: Accelerate, Leading for Change Leadership Conference, New Leader Reception, Holiday Parties, All Alumni events, Member Only unique access events, Program Anniversary Celebrations and class reunions (all programs).
- Strategically manage all alumni communications through a communications plan for each event. Compose participant correspondence and other documents as needed; proofread and edit communications; organize mailings and related lists and materials.
- Use Social Media to inform alumni constituencies about upcoming programs and activities.
- Process event registrations and perform related event database maintenance.
- Accurately maintain the alumni database.
- Catalogue narratives of alumni impact to enable the organization to better tell its story.
- Represent the Cleveland Leadership Center and its programs in a professional manner, both personally and in telephone contacts and written communications.
- Other job-related duties as assigned.

Education, Experience and Skills

- Bachelor degree required, advanced degree preferred.
- Outstanding interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to multi-task in a changing environment.
- Strong problem-solving skills.
- Strong commitment to high quality program delivery.
- Willingness to work as part of a team.
- Superior organizational skills and high attention to detail, particularly in a fast-paced, constantly evolving work environment.
- Advanced computer skills with high proficiency in Word, Excel and PowerPoint.
- Experience with InDesign and/or Publisher is helpful.
- Experience with Donor Perfect is a plus.
- Familiarity with Social Media is essential, as there are multiple alumni constituencies in our network.

The Cleveland Leadership Center is an equal opportunity employer.

To Apply

Please send cover letter, resume, three references and salary requirements to Ms. Becky Borden, Director of Operations at Cleveland Leadership Center:

bborden@clevelandleads.org

-or mail-

Ms. Becky Borden
Director of Operations
Cleveland Leadership Center
1375 East Ninth Street, Suite 2430
Cleveland, OH 44114

We will accept resumes until the position is filled. Candidates are advised to submit materials as soon as possible.