



Mission: To develop a network of diverse and influential leaders by exposing them to regional resources and issues, and challenging them to reach their full personal, professional, and public leadership potential.

Position Title: Program Director

Supervisor: Executive Director

Office Location: Remote option (temporary) Baker College, Auburn Hills MI

Organizational Summary: Leadership Oakland (LO) is Southeastern Michigan's premiere collaborative leadership experience. Since 1990, we have been providing our Cornerstone Classes the opportunity to grow and enhance vital leadership competencies outside of the workplace. With over 1,400 leaders from corporate, civic, and non-profit organizations throughout the community, our graduates have access to a vital network of like-minded leaders to collaborate with and move our community forward.

Position Description: The Program Director guides and manages the overall Cornerstone Class for Leadership Oakland. This includes process, policies, curriculum and course evaluation.

Major Areas of Responsibility:

- Collaborates with the Executive Director to ensure programs are managed to meet organizational goals and objectives in alignment with LO's strategic direction
- Plan and implement the Cornerstone program and schedule
- Recruit and provide guidance to LO's Board of Directors and Executive Director to identify the best participants for the Cornerstone Class
- Set and accomplish desired outcomes
- Assist and support in identifying sponsors for each Cornerstone session
- Assist in the management of the budget for Cornerstone Program
- Support Board Committees as appropriate including, Program, Finance, Marketing and Fund Development
- Represent the LO Cornerstone Program in the community
- Partner with the Executive Director to foster relationships and engagement with Cornerstone sponsors and alumni

Specific Responsibilities of the Job:

Plan the Cornerstone program and schedule

- Coordinate with staff and Program Committee to develop the calendar for all elements of the Cornerstone Class
- Determine elements to be included within the program year
- Participate and lead staff and Session Committee planning meetings
- Maintain relationships with Cornerstone Program session planning volunteers



- Maintain program quality assessments and provide to Board of Directors
- Attend board meetings as needed
- Provide planning and direction for all aspects of the Cornerstone Opening Retreat, Monthly Sessions, Optional Tours, Leadership-In-Practice and Graduation
 - Determine topics
 - Utilize appropriate adult learning methodology and best practices
 - Include experiential learning activities
 - Incorporate a variety of group leadership and team building exercises
 - Work with session volunteer planning committees to determine best topics, speakers, experiences, and prepare materials as needed
 - Work with staff to arrange venue (or on-line) logistics, meals, snacks, supplies and swag boxes (when virtual)
 - Partner with the Executive Director regarding program plans and make adjustments as necessary
 - Provide planning and direction for social “get to know your class” sessions
- Coordinate with Executive Director and LO Staff to meet with community leaders or volunteer planning committee to determine the topics for the year

Recruit and provide guidance to LO’s Board of Directors and Executive Director to identify the best participants for the Cornerstone class

- Work with Executive Director, Board and staff to determine viable Cornerstone candidates and organizations
- Work with staff to manage and track all elements of the Cornerstone application process
- Assess applicants and rank them accordingly to program requirements
- Work with the program committee to set and run meetings

Set and accomplish desired outcomes

- Work with Board and Executive Director to determine appropriate outcomes and quality
- Create appropriate strategies to accomplish them
- Develop a variety of measurement strategies to determine achievement

Assist and support in identifying sponsors for each Cornerstone session

- Assist with identifying prospective sponsors for each Cornerstone session
- Aid in the coordination, development and submission of sponsorship proposal
- Participate in meetings with potential funders
- Track use and application of sponsorship funds in accordance with funding agreement
- Work with the Executive Director to reconcile the use of grant or sponsor funds

Support the management of the budget for the Cornerstone Program

- Track all Cornerstone expenses to the approved budget and communicate with the Executive Director any significant variance



- Track all tuition revenues, including any payment plans or scholarships authorized by the Executive Director
- Track and monitor the spending of grant and sponsorship dollars in accordance with funding agreement
- Provide leadership on developing future budgets

Represent the LO Cornerstone Program in the community

- Provide Cornerstone Marketing information, program details, application, FAQ for the Leadership Oakland Website
- Be involved in the community in such a way as you develop strategic partnerships and relationships between Leadership Oakland the Greater Detroit Metro Region
- Develop a baseline knowledge of the services provided by nonprofits in Oakland County
- Develop an understanding of emerging community issues and current events

Partner with the Executive Director to foster relationships and engagement with Cornerstone sponsors and alumni

Required Knowledge, Skills and Abilities:

Job Requirements:

- Broad knowledge and experience in adult education, group facilitation, leadership, and community needs
- Broad knowledge of the Oakland County Region, it's history and cultures
- Broad knowledge of nonprofit organizations, civic groups, municipalities and major companies in Oakland County
- Excellent skills in public speaking, facilitation, communication, organization
- Excellent skills in relationship development and management
- Demonstrated ability to plan, organize, and implement programs and events related to Leadership Oakland and the Cornerstone Program
- Demonstrated ability to achieve measured outcomes
- Proficiency in Microsoft Office 365, Constant Contact, Google Suite of Products and Zoom

Education and Experience:

- Degree – College degree required in related field such as management, human resources, adult education, leadership and training; graduate degree is a plus
- Minimum 3+ years of experience managing multiple programs or projects – 5 years preferred
- Demonstrated experience with:
 - Adult Education / Training
 - Leadership
 - Facilitation



- Employee Training
- Nonprofit Organizations
- Program Management
- Other requirements: Previous participation in a community leadership program is beneficial

Physical Demands

This position requires the ability to operate phones, computers and other office equipment, and the physical ability to perform light lifting. This person must be able to communicate effectively, both orally and in writing, with others. Work is typically performed in an office setting (temporarily remote). This person may be required to travel to various locations throughout metro Detroit and Oakland County, Michigan. Generally, the working conditions have little or no exposure to extreme safety hazards or hazardous materials.

Applications:

Interested candidates should submit a cover letter, resume and writing sample via email to Thomas J Sommer, Executive Director at tsommer@leadershipoakland.com before May 30th, 2021. This position is part-time with 30 hours per week to start.

Learn more about Leadership Oakland by visiting www.leadershipoakland.com and following us on Facebook and LinkedIn.