



Leadership Northwest Missouri (LNWMO)– Executive Director Northwest Missouri (Hybrid)

Start Date: September 1, 2023

Type of Employment: Contract

Contract Value: starting at \$25,000 annually (with incentive potential)

Reports to: Board of Directors

(Travel required)

Benefits:

- Autonomy
- Flexibility with certain committed dates
- Work from home or office available (St. Joseph, MO)
- Laptop/printer provided
- Mileage negotiable

Job Summary:

The Executive Director of LNWMO will play a key role in maintaining a leadership development pipeline across the region by providing strategic direction and leadership. This role will facilitate, reinforce, and sustain learning solutions that build and enhance the leadership competencies of people across the region.

The Executive Director of LNWMO will engage his or her experience and talents to lead a regional initiative focused on cultivating leadership. Through involvement and development of participants across the region, the organization strives to improve the quality of life of those who live and work in Northwest Missouri.

The Executive Director position requires an innovative individual who will promote an organizational culture that fosters passion for the mission, cooperation, open and frequent communication, teamwork, and a common vision. The Executive Director must possess excellent communication and organizational skills and be a visionary leader capable of leading/performing a variety of administrative, technical, and professional duties.

Fulfillment of these tasks involves working with emerging and existing regional leaders, local elected officials, development professionals, volunteers, and business entities throughout the region and beyond. Through collaboration, the Executive Director will work through the organization to create/train future regional leaders.

Responsibilities:

- Serve as the primary ambassador for the organization at internal and external regional events to sustain and garner new opportunities and relationships (including but not limited to: Great Northwest Days, Class Meetings, Board Meetings, Sponsored Events, etc.)
- Facilitate monthly LNWMO classes held January – July (including an overnight retreat)



- Provide organizational updates and growth opportunities at monthly board meetings held throughout the Northwest region and via Zoom
- Collaborate with the Board of Directors and committees to evaluate program components and promote organization goals
- Ensure strategic plan goals and objectives are met timely by the Board of Directors and committees
- Deepen and refine all aspects of communications, from web presence (social media accounts/website) to print material (press releases/mailers)
- Manage all agreements, policies, and procedures for the day-to-day operations of the organization
- Act as fiduciary for the organization, in conjunction with the Board of Directors
- Work closely with the Board of Directors to research and apply for grant opportunities

Qualifications:

- Bachelor's degree or 4 years of demonstrated leadership
- Leadership Northwest Missouri graduate (preferred, but not required)
- Valid driver's license
- Ability to pass a background check

Skills & Abilities:

- Action-oriented and adaptable with an innovative spirit
- Demonstrated leadership experience
- Strong organizational skills
- Effective marketing, public relations, and fundraising skills
- Excellent written and verbal communication skills
- Ability to work independently and in collaboration with the Board of Directors
- Skilled in organizational management with the ability to prioritize goals utilizing outcome-based planning
- Computer skills, with familiarity and knowledge of: Word, Excel, Outlook, PowerPoint, WordPress, and virtual platforms such as Zoom

Please send resume and cover letter to leadershipnorthwestmissouri@gmail.com.