

# Leadership Development Coordinator

## *Job Description*

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As the **Leadership Development Coordinator**, you are responsible for overseeing logistics and program administration, communicating with and supporting participants, and innovating process improvements to ensure a seamless experience for participants in the Core and College leadership programs. Under the supervision of the Director of Leadership Development, and working closely with the Leadership Development Manager, the Leadership Development Coordinator will proactively implement processes, systems, and best practices to support the delivery of high-quality leadership development programming that engages and connects leaders across sectors, industries, and generations to create lasting, positive change in our state.

## **A week in the life of the Leadership Development Coordinator could include:**

### **Program Administration**

- Lead logistics planning for all session days, including organizing site visits, optional learning opportunities, catering, setup/breakdown, and materials preparation
- Lead logistics for Leadership Development related events, such as Applicant Open Houses and the Graduation Afterparty
- Organize session day supplies and resources
- Maintain Leadership Development databases, such as attendance records, potential applicants, and others as needed, as well as prepare and interpret reports as needed
- Create event invitations for statewide experiential opportunities and attend these opportunities as needed
- Create surveys and assist in producing board reports as necessary

### **Frontline Communication**

- Assist class members and/or program applicants with questions, continuing to welcome them to the community
- Actively seek ways to make all members of our community feel that they belong
- Support Leadership Development in organizing and running committee meetings, partnership forums, and other outreach

### **Process Innovation**

- Propose and implement changes to Leadership Development processes, including recruitment, program application procedures, class member communication, and other areas, with an eye to creating a better experience for our audiences, as well as increased efficiency for the Leadership Development team

### **Collaborative Teamwork & Communication**

- Act as a supportive resource for the Leadership Development Department and broader organizational initiatives

- Ensure Leadership Development is following best practices in utilizing Salesforce and other cross-organizational resources, such as shared calendars
- Maintain the integrity of data and drive database improvement and utilization
- Track analytics to evaluate and optimize engagement
- Contribute to a diverse, equitable, and inclusive workplace and collaborative learning environment
- Support the broader organizational team with other duties as assigned

## This job could be for you if:

- You are **mission-focused** – you are execution-oriented and have a track record of achieving and surpassing goals
- You are **organized** – you juggle strategic and tactical initiatives by setting priorities, managing your time to meet deadlines and monitoring progress to make sure nothing falls through the cracks on your watch
- You are a **strategic doer** – you see how the pieces fit together and can prioritize tasks to implement plans successfully to completion
- You are **self-directed** – you take initiative and positively influence others to achieve results in the best interest of the organization
- You are **human-centered** – you anticipate, understand and respond to the needs of others to meet (and exceed) their expectations
- You **build relationships** – you enjoy listening to and engaging with people of all walks of life
- You **communicate effectively** – you tailor your message to diverse audiences across various channels to engage stakeholders and inspire them to action
- You are a **skilled facilitator** – you are an active listener and remain patient under pressure
- You **foster teamwork** – you enjoy working alongside staff, partners, consultants and volunteers to set goals and find creative/innovative solutions that strive towards excellence
- You are **collaborative** – you believe in increasing alignment across organizations to achieve transformational change and want to continue learning in partnership with others
- You are **creative** – you are willing to take chances and inspire creative thinking
- You are **technologically savvy** – you easily learn new systems and have an eye for continually improving stakeholder journeys
- You have a **passionate commitment** to Rhode Island
- You **behave ethically** and **align with the values** of the organization
- You are **flexible** – you are able to attend events, which may take place outside of the typical 9-5 workday
- You have **reliable transportation** and can lift up to 30 pounds

## Preferred Qualifications:

- 1-2 years of experience in project or program administration
- Event management or hospitality experience
- Comfort and experience working with different platforms to manage programs and track progress
- Experience building and stewarding relationships with diverse stakeholders, including vendors
- Personal history/connection with Leadership Rhode Island
- Experience using Zoom, Salesforce, Pardot, Classy, WordPress and/or SurveyMonkey

## Compensation & Benefits:

- **Start Date:** December 5, 2022
- **Type:** Exempt (salary)
- **Location:** Providence, RI (flexible hybrid)
- **Starting Salary Range:** \$40,000 - \$45,000
- **Starting Benefits:** Individual and family benefits (Health, Dental, Vision), Simple IRA (up to 3% organizational match), 11 paid holidays, and paid time off (2 weeks vacation, 5 sick days, 1 personal day), access to on-site fitness center and walking/biking path

## Why join us?

Leadership Rhode Island's mission is to engage and connect people through shared experiences that positively transform individuals, organizations and communities. We envision a Rhode Island that is flourishing — economically, civically, culturally — built on a foundation of ever-improving human capital whose strengths and potential we spend each day revealing and igniting. And, we see the lessons of this lively leadership experiment being shared and amplified around the country and the world to nurture the kind of fully-engaged societies that create lasting, positive change.

Our momentum is the strongest it's ever been. Since 1981, LRI has inspired emerging and established leaders to create change in their communities and measured results through cohort-based programming and individual enrichment programs/events. Today, the LRI alumni community includes over 2,700 intergenerational, cross-sector leaders from diverse backgrounds, positions and interests who connect for social interaction, dialogue and creative problem-solving. In the past ten years, LRI has evolved and grown by collaborating with and mobilizing local citizenry in new transformational ways. In 2022, we are celebrating four decades of leadership, expanding efforts related to equity, inclusion and belonging, and implementing our five-year strategic plan to expand the scale and scope of our work over the coming years.

Our staff is passionate about Rhode Island and appreciates nurturing transformational relationships for the betterment of our state. We live a Strengths-based culture, one that energetically embraces and leverages our individual and collective strengths to achieve our vision. We're known for our quality, agility, thoughtfulness, and mission adherence. We change lives. If you are ambitious about goals, but like to have fun collaborating as a strengths-based team to reach them, you'll be in good company. We're small enough for your ideas to make a big impact, and large enough to offer you opportunities to grow professionally at any stage of your career. We're passionate about creating the best place to work.

### **Want to apply but not sure if you'd be the right fit?**

If we sound like the right place for you, we want to hear from you. There is no "perfect" candidate. Everyone brings something different to the team, and our diversity of backgrounds, cultures, experiences, abilities, perspectives, and identities makes LRI an amazing place to work. LRI is an equal opportunity employer and is committed to diversity, equity, inclusion and belonging. We welcome a diverse pool of candidates.

**To apply, email [office@leadershipri.org](mailto:office@leadershipri.org) with the subject Leadership Development Coordinator and attach a cover letter and resume by October 30th.**