

# Leadership Development Manager

## *Job Description*

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As the **Leadership Development Manager**, you are responsible for designing, facilitating, and executing emotionally engaging learning experiences, evaluating programmatic impact, and identifying growth opportunities for the Core and College leadership development programs. Under the supervision of the Director of Leadership Development and working closely with the Leadership Development Coordinator, the Leadership Development Manager will innovate, improve, and grow 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 Manager could include:**

#### **Learning Experience Design**

- Assist the Director of Leadership Development in creating session day agendas, as well as optional experiential activities, for both the Core and College leadership programs
- Demonstrate knowledge of different learning strategies, particularly experiential and place-based learning
- Propose new and innovative activities, topics, themes, and/or events to ensure an exceptional learning experience for program participants

#### **Facilitation**

- Facilitate learning experiences for both Core and College programs that activate and deepen engagement
- Build relationships with current class members and work to create a welcoming community in which all class members feel they belong
- Engage in continuous learning of new facilitation practices and incorporate them into programs

#### **Communication**

- Assist the Director of Leadership Development in committee meeting execution, as well as communication with class members, applicants, and potential applicants
- Invite speakers and others to participate in session day activities
- Energetically articulate the value of all Leadership Development programs

#### **Assessment and Strategy**

- Analyze and act on surveys and other learning assessments, track analytics to evaluate and optimize engagement, and propose and implement improvements to all programs
- Work with Director of Leadership Development and Director of Operations and Strategic Initiatives, and others as necessary, to pose new and improved methods of assessment and feedback collection

#### **Growth and Recruitment**

- Assist in the recruitment of applicants for both Core and College programs through online communication, in-person meetings, and partnership building

- Work closely with the Director of Leadership Development and other team members to create pathways for program growth, including proposing and assisting in the execution of new types of programming.

### **Collaborative Teamwork**

- Act as a supportive resource for the Leadership Development Department and broader organizational initiatives
- Maintain the integrity of data and drive database improvement and utilization
- 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 **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 **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 **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 the typical 9-5 workday
- You have **reliable transportation** and can lift up to 30 pounds

## Preferred Qualifications:

- 2+ years of experience in education, facilitation, learning design, training and/or public speaking.
- Experience in events management
- Experience building and stewarding relationships with diverse stakeholders
- Ability to facilitate dialogue (in-person and virtually) and/or community outreach
- Personal history/connection with Leadership Rhode Island
- Experience using Zoom, Salesforce, Classy, WordPress and/or SurveyMonkey

## Compensation & Benefits:

- **Start Date:** December 5, 2022
- **Type:** Exempt (salary)
- **Location:** Providence, RI (flexible hybrid)
- **Starting Salary Range:** \$50,000 - \$55,000
- **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 Manager and attach a cover letter and resume by October 30th.**