



## **POSITION ANNOUNCEMENT**

The Ventura County Leadership Academy (VCLA) seeks a part-time Director to provide key strategic, organizational and financial leadership and direction to VCLA. The Director will be forward-focused and will enhance the visibility and growth of VCLA through development of strong community interest and support. This position is expected to grow to full-time over the next three years.

Candidates will have successful experience growing relevant components of an organization, will have experience with and knowledge of nonprofit management and governance, and will possess strong financial leadership skills and fund raising and/or event planning experience. Success will hinge on whether this person has a true collaborative approach to problem-solving, is team oriented, and is a servant leader.

<b>Title:</b>	Director
<b>Reports To:</b>	Board of Directors
<b>Mission:</b>	Connecting people and issues to strengthen our County.

## **ABOUT THE ORGANIZATION**

Each of the last 24 years the Ventura County Leadership Academy has brought together leaders representing approximately 35 private industries and public/private agencies to participate in an exceptional learning experience that takes place over the best part of a year. Once a month, participants are brought together in day-long structured activities focused on key county-wide and industry infrastructure issues that touch every facet of our lives. Through these activities participants gain a broad yet comprehensive understanding of how different parts of the County – public and private sectors – interact and interweave in ways that benefit us all.

During the last two decades under the umbrella of Ventura County United Way, VCLA has grown dramatically and earned a solid reputation as a significant contributor to County life.

Three years ago, the Board incorporated as a separate not-for-profit organization to strengthen its unique regional role even further. By educating current and emerging leaders about issues and solutions that directly affect our community VCLA strengthens Ventura County leadership and, thus, contributes to improving the quality of our lives together. VCLA boasts over 500 alumni occupying key roles in a wide range of industries and agencies throughout the County. VCLA is a nonprofit corporation.

## **ABOUT THE OPPORTUNITY**

This is a part-time exempt position estimated to be half-time/three days a week to start, growing to full-time within two years. The Director will report to the Board of Directors, have experience with nonprofit boards, along with fund-raising and “friend-raising” experience. The successful incumbent will be a seasoned leader expected to have a significant impact on organizing annual cohort sessions in which participants develop a solid understanding of County-wide infrastructure issues that affect all

sectors. VCLA graduates have the potential to form a vibrant and supportive alumni association with the Director shaping the effort. An annual awards luncheon in the spring recognizing leaders in our community is a key fundraising event and highlight of the year.

Enhancing the prominence of this event and expanding sponsorships and attendance is a goal. Board member recruitment and development is also significant aspect of this position. Administrative support for this position is built into the annual budget.

The Board is seeking an accomplished leader with a solid understanding of all sectors of the County and shared infrastructure issues that pose both challenges and opportunities. The ideal candidate will have a passion for connecting issues and people and a commitment to the mission of VCLA.

## **Responsibilities**

Specifically, the Director is responsible for:

- **Cohort Session Leadership**  
Provide a consistent and knowledgeable presence at each monthly cohort session and at the annual trip to Sacramento. Staff the Curriculum Committee. Identify and secure presenters, assure that presenters are well prepared. Secure session locations relevant to the topic. Make certain the program is well coordinated and the variety of speakers and tours provide on-target and insightful information.
- **Resource Development**  
Through cohort tuition, annual fundraising events, grantsmanship, Board and alumni giving, and individual and corporate donations assure that the organization has sufficient funding to meet its annual plan and budget. Work toward establishing a six-month cash reserve.
- **External Relations / Cohort Recruitment**  
Build and maintain positive working relationships with individuals, associations, organizations, and businesses to raise VCLA's profile in the County. Attend community events that give VCLA visibility. Be the "face" of VCLA. Enhance VCLA's online presence and with the Board develop and implement a long-range marketing strategy. Through these efforts develop strong interest in the program resulting in a steady stream of quality applicants.
- **Strategic Direction**  
In collaboration with the Board, advisory council, alums and other stakeholders develop annual and long-range goals for VCLA. Advance and maintain processes to evaluate the efficiency and effectiveness of organization activities, engagement efforts and results.
- **Board Relations**  
Work with the Board on an ongoing basis to develop a robust candidate pipeline attracting individuals with passion and talent to join the Board. Engage individual Board members and maximize critical thinking and involvement in Board committees.
- **Financial and Administrative Management**  
Ensure that VCLA is fiscally healthy, effectively managed, transparent and ethical in its financial and business dealings. Work with the Board to craft an annual budget and operate within budget guidelines. Develop and maintain sound financial practices and a fiscally responsible budgeting process. Deposit checks and handle payables as needed. Develop and deliver organizational communications, both internal and external. Maintain organization records and databases.

## THE IDEAL CANDIDATE WILL HAVE ....

### Experience

- Graduation from VCLA's program or similar leadership program
- Three or more years in management roles including budget accountability
- Prior experience serving on or working with nonprofit Boards of Directors
- Proven fundraising experience
- Demonstrated experience working to develop relationships and visibility through community events
- Record of building and maintaining collegial and collaborative working relationships

### Skills

- Ability to synthesize new and complex information quickly and to communicate persuasively with different audiences
- Excellent written/verbal communication skills
- Superior public speaking skills
- Strong organizational skills

### Knowledge

- Knowledge of the Ventura County community – government, law enforcement, education, nonprofit, commercial business, infrastructure issues such as water & housing
- Exposure to public policy development, public funding, infrastructure financing
- Understanding of a range of leadership styles and leadership development

## COMPENSATION

Competitive annual salary, no insured or retirement benefits in the first year. All California State Holidays will be observed. 24 hours of sick time will be granted annually. Because the hours are flexible, and some months require more than half-time work, vacation time is negotiable.

## TO APPLY

You may apply via email by sending a letter outlining qualifications and resume as PDF documents to [info@vcleadership.org](mailto:info@vcleadership.org). **Include in email subject line "Your Name - Dir Applicant."** Applications will be accepted through June 15, 2019. Anticipated start date is August 1, 2019.

*VCLA conducts this search process and employment opportunity without regard to race, color, religion, sex or gender (including gender identity and gender expression), sexual orientation, pregnancy (including childbirth, breastfeeding or related medical conditions), age, disability, national origin or citizenship status, marital status or registered domestic partnership, ancestry, medical condition, genetic characteristics or genetic information, military service or veteran status, or any other characteristics protected by federal, state, or local laws prohibiting discrimination.*