



EXECUTIVE DIRECTOR Masters Leadership Program

Reports to: Board of Directors

JOB SUMMARY

Complete, comprehensive managerial responsibility for all of the Masters Leadership Program's (MLP) operations in the attainment of its vision – Every graduate strengthening community through effective nonprofit board leadership.

Be a respected, visionary leader on the job and in the community. Provide stellar, exemplary leadership and direction in identifying, achieving and exceeding the overall goals and objectives of the organization. Effectively represents the Masters Leadership Program, both internally and externally.

JOB FUNCTIONS AND RESPONSIBILITIES

Has overall responsibility for the funding and operations of the MLP program.

Board of Directors

- Develop short- and long-term goals, associated timelines and strategic direction in concert with the Board of Directors
- Deliver timely, accurate, and comprehensive information to the Board of Directors
- Chief liaison with the Board of Directors and all Board committees:
 - **Executive Committee** – bring forward appropriate actions, opportunities, and concerns as needed; at minimum, meet on an annual basis
 - **Governance and Nominating Committee** – help assure board strength and effective, balanced leadership through appropriate diversity of skill sets and experiences
 - **Stewardship Committee** – lead development and funding efforts
 - **Finance Committee** – assist in preparing/establishing budgets, goals, plans, and overall direction
 - **Recruitment, Application and Selection** – serve as project manager for the annual recruitment and selection of new class members
 - **Servant Leadership Committee** – support efforts to bring out the best in everyone and ensure they have a sense of belonging across all aspects of MLP
 - **Marketing Committee** – assess and report need to increase community awareness and support organizational goals while ensuring consistency and integrity to the program
 - **Succession Planning Committee** (ad-hoc) – provide support to establish a strong

foundation for succession planning to enable the organization to thrive during and beyond leadership transitions

Development and Community Engagement

- Serve as chief spokesperson and ambassador to the community
- Secure needed funds for MLP sustainability, in concert with MLP Board and Emeritus Board members
- Establish close and effective relationships with peer organizations
- Be a recognized accomplished leader in the nonprofit community

Program

- Provide oversight to affirm continuous improvement to ensure leading edge programs that align with MLP's mission and vision
- Act as Class Day Host for the Class Opening Day and the Engagement portion of Engagement & Evaluation Class Day

Partnerships

- **MLP Agency Partners** – primary liaison with Greater San Antonio 501(c)(3) nonprofit agencies and the Office of the San Antonio City Clerk (civic commissions contact)
- **MLP Emeritus Board** - lead for engagement of members on an on-going basis
- **MLP Alumni Association (MLPAA)** – nurture collaborative relationship to ensure both organizations remain healthy and relevant
 - Support and promote MLPAA goals as ex-officio non-voting member of the MLPAA Board
 - Be an active member in good standing of the MLPAA

Management and Support Staff

- Hire, directly supervise, and evaluate MLP contract staff - Program Manager and Administrative Coordinator
- Continuously energize the organization
- Constantly strive for “best in class”
- Assess the organizational structure on an ongoing basis and make appropriate adjustments
- Readily identify problems and resolve them expeditiously
- Develop effective policies
- Primary liaison to designated United Way representatives
- Minimize bureaucracy
- Monitor and ensure both legal and regulatory compliance
- Develop future leadership via staff, boards and board committees

Culture

- Promote a culture that reflects the organization's core values and optimizes individual and team performance
- Embrace and promote servant leadership in every regard
- Enhance the reputation and community awareness of MLP through earned respect and trust

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Minimum five years' experience in senior level management or development (fundraising)
- Proven track record of engagement in nonprofit community
- Familiar with nonprofit boards of director interfaces and processes

PREFERRED QUALIFICATIONS

- Graduate of MLP program

PERSONAL SKILLS/ATTRIBUTES

- Visionary, insightful strategic thinker
- Proven fundraiser
- Ability to inspire and lead a diversified team
- Articulate communicator, both written and verbal
- Connector/convener of like-hearted people
- Politically astute, but not politically driven
- Collaborative and consistent, but decisive in leading change
- Comfortable with juggling many priorities; calm under pressure
- Readily delegates authority, responsibility and accountability, but still keeps finger on the pulse
- Visible and accessible to the entire organization

TRAVEL: Local

SALARY: Total Compensation Package range \$80,000-\$105,000

APPLICATION INSTRUCTIONS: Please submit cover letter and resume to HR@mlpsa.org by **April 14, 2025**.