



## **Cleveland Leadership Center**

### **Position Description: Director of Cleveland Bridge Builders**

#### **General Description**

The Director of Cleveland Bridge Builders (CBB) is responsible for leading all aspects of the ten-month Bridge Builder program. CBB is recognized as the community's premier leadership development and civic engagement program for mid-career and rising leaders. Cleveland Bridge Builders has a 22- year legacy of preparing individuals from the for-profit, non-profit, and public sectors for the next step in their civic leadership journey. The carefully designed experiential curriculum annually offers 60 participants the knowledge, skills, and relationships to advance and deepen their community impact. Participants share a strong commitment to the Greater Cleveland community and a desire to work collaboratively to affect positive change. Many alumni have ascended to significant leadership roles that positively impacted Cleveland.

#### **Position Profile**

The successful candidate must have a visionary and entrepreneurial approach to community leadership and should have experience in leadership development and training, program management, group facilitation, and project management. The ideal candidate must excel at balancing multiple responsibilities, including but not limited to developing curriculum, facilitating teams, creating and activating action plans, and managing events. Key skills include strategic thinking and problem solving, management of group dynamics, collaboration, relationship development, clear written and verbal communication, and ability to function in a team-based and fast-paced environment.

#### **Primary Responsibilities**

- Conceptualize and design program curriculum for Cleveland Bridge Builders in partnership with the Executive Vice-President, President and CEO, and the CBB Advisory Committee.
- Critically and strategically set goals for program outcomes and develop implementation plans for attainment.
- Provide continuity in curriculum and content among program session days.

- Clearly and consistently communicate in a timely fashion with program participants, presenters, facilitators, and stakeholders in all forms (electronic, written, and interpersonal)
- Conduct ongoing assessment and evaluation of the CBB experience at the conclusion of each session and at year's end
- Ensure meaningful engagement, recruitment, training, and retention of alumni and key stakeholders and effectively work with alumni representatives from each class to ensure continued alumni engagement.
- Drive and coordinate the candidate selection and scholarship review processes, including recruitment of candidates and engagement of alumni in the nomination, selection, and scholarship review processes.
- Work closely with the alumni selection committee for Leadership Action Projects (LAPs) to coordinate the recruitment and selection of organizations to participate as (LAPs) for the program. Maintain open and honest communication with LAP champions throughout the program experience.
- Establish and maintain clear messages about the program and its impact in the community.
- Develop and direct content of CBB printed and on-line collateral in collaboration with the Director of Marketing.
- Work closely with the CLC Board and coordinate the CBB Advisory Committee.
- Draft and monitor annual CBB budget and provide accurate, timely reporting.
- Represent CBB and CLC at meetings, events, and conferences.
- Develop partnerships and collaborations with other organizations to advance shared goals and drive positive change in the community.
- Support and assist the President and CEO in the design, development, and introduction of new offerings and earned revenue opportunities.

### **Position Qualifications**

- Bachelor's Degree required, advanced degree preferred
- 5-7 years of experience in civic engagement/leadership development/leadership program management
- Experience in business or nonprofit management including demonstrated success at project development and implementation
- Demonstrated commitment to Diversity, Equity, and Inclusion
- Flexibility, innovation, and ability to manage effectively in an evolving organizational context
- Ability to draw upon a network of professionals and organizations working in the fields of leadership development, civic education, and civic engagement

Outstanding oral and written communication abilities

Fluency with Microsoft Office suite, Excel, and database management

### **About the Cleveland Leadership Center**

The Cleveland Leadership Center (CLC) is a central community resource that provides education, connections, and civic engagement opportunities for leaders of all ages and experience levels. The CLC's interconnected programs educate, connect, and engage

committed citizens in the economic, social and political context of our region. The programs target different audiences for leadership development:

- Leadership Cleveland and LC2 Fellows (senior level positions)
- Cleveland Bridge Builders (mid-career)
- On-Board Cleveland (early career)
- Campus Cleveland (college and young professionals)
- Look up to Cleveland and LookUp Summer Session (high school students)
- Civic Leadership Institute (community members at all ages and stages)
- Legacy Leaders (retired or approaching retirement)
- Alumni Offerings

For more information on the Cleveland Leadership Center please visit [www.cleveleads.org](http://www.cleveleads.org).

The Cleveland Leadership Center is an equal employment opportunity employer. CLC offers comprehensive health, dental and vision plans, 401 (K) and a monthly parking stipend.

**To apply, please send a cover letter, resume, and salary requirements to:**

Becky Borden, Director of Operations

[bborden@cleveleads.org](mailto:bborden@cleveleads.org)

Cleveland Leadership Center

P.O. Box 23613

Cleveland, OH 44023