



Nonprofit Consultants

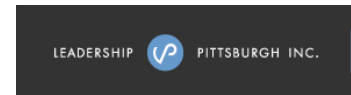
EXECUTIVE SEARCH CONSULTANTS

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## PROGRAM MANAGER

LEADERSHIP PITTSBURGH, INC., PITTSBURGH, PA



## PERFORMANCE PROFILE

*Leadership Pittsburgh, Inc.'s programs are catalysts that speed grasp of the region while building meaningful connections and developing capacities of established and emerging leaders from the corporate, public and nonprofit sectors. This role manages the Leadership Development Initiative Program as well as provides essential support to other key initiatives of the organization. Crucial for success in this role is prior experience with program design, delivery and assessment, keen attention to detail and project management experience. This is an ideal position for someone who is passionate about leadership and our region, has a desire to lead beyond what's on their job description, and demonstrates both flexibility and ingenuity in the workplace.*

## BACKGROUND

Leadership Pittsburgh Inc. (LPI) Opens Eyes, Minds and Doors. Modeled after existing programs around the country, the Leadership Pittsburgh program was created in 1983 to cultivate and broaden leadership resources within the region through programming focused on awareness of community issues.

At Leadership Pittsburgh Inc., we strive to achieve the following:

- Promote the importance of regional community leadership
- Develop leaders who are more knowledgeable, skilled, and committed
- Build bridges of understanding across diverse segments of our community
- Identify, create and maintain a network of leaders who are catalysts for positive change
- Engage people in meaningful civic action to ensure a strong economy and high quality of life
- Provide opportunities for all citizens to become informed and involved in shaping the Pittsburgh region

Leadership Pittsburgh Inc., an independent nonprofit organization, is the premier resource of leadership in the Southwestern Pennsylvania region. The programs of Leadership Pittsburgh Inc. *connect individuals from diverse backgrounds, professional levels, and organizations to serve the region by exposing these leaders to critical issues, skill development, and community service opportunities.* Under the leadership of a driven and visionary President and CEO, LPI is introducing innovative programming in its core programs as well as adding new programs to continue to challenge community thinking and engage its graduates around issues which matter. LPI has a graduate network of over 1,600 influential civic leaders working to maximize the potential of our region. Distinguished Leadership Pittsburgh alumni include Fortune 500 CEO's, state and local politicians, and executives of influential organizations. The organization currently has an annual budget of more than \$700K, five full-time employees and several project related consultants. More information on LPI can be found at <http://www.lpinc.org/>.

## POSITION OVERVIEW

Reporting to the President and CEO, this position is currently directly responsible for managing the logistics, strategic development and day-to-day operations of LPI's CORE program for high potential, emerging leaders - Leadership Development Initiative (LDI). Additionally, as the incumbent of this position gains experience with the organization and demonstrates success in the role of Program Manager of LDI, s/he would also be asked to take on responsibilities for some community and graduate engagement initiatives that are resulting from LPI's vibrant new strategic plan. LPI is an entrepreneurial, high-performing and team-oriented organization, so while

there are no direct reports to this position, working collaboratively with all team members is essential for program growth and success. Leadership Pittsburgh Inc. is a family-friendly workplace; however there are frequent evening (and some weekend) hours associated with this position. Additional responsibilities include the following:

- Taking ownership of quality program curriculum development under general guidance of the President and CEO and in consultation with LPI's Senior Program Manager.
- Overseeing LDI program event production and delivery (development of content, presentations, multimedia and print materials, etc.) and logistics
- Identifying and leveraging synergies across all LPI programs, in a proactive manner.
- Being a visible ambassador for LPI in the community and region.
- Monitoring and coordinating work of all faculty, consultants and subcontractors related to LDI and other additional offerings that are developed
- Monitoring and analyzing program performance, conducting post-event ROI analysis and preparing program reports (routine and special) and documents.
- Providing input to annual planning and budget preparation.
- Attending program events to ensure quality, consistency, and client satisfaction.
- Managing program and events budgets, comparing performance to plan, and initiating actions necessary to ensure objectives are achieved.
- Participating in development of program policies and procedures.
- Providing program-specific web content and ensuring that it is current.
- Identifying new marketing opportunities based on market trends and competitive research.
- Developing collaborative relationships to expand the reach of programs in the marketplace.
- Ensuring that copies of records and documents are properly maintained.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

We encourage applicants with diverse backgrounds. The ideal candidate for this position is a professional who has a combination of the following:

- Three to five years successful experience managing projects and balancing both strategy and logistical/tactical implementation.
- Excellent attention to detail and follow-through.
- A professional presence.
- Ability to work both autonomously and collaboratively in a fast-paced environment where data, planning, and good instincts guide your decision-making.
- Experience as an employee or volunteer of a civic or nonprofit organization is a plus.
- Fluency in basic MS Office Suite.
- Confidence in speaking publicly with the ability to connect with, motivate and mobilize a crowd.
- The facilitative skills to advance an agenda while inspiring trust, confidence and respect among meeting/session participants.
- Prior experience creating adult learning environments is essential, and leadership development or training experience is a plus.
- The emotional intelligence and political savvy to navigate relationships with everyone from high-level leaders to recent college graduates.
- A can-do attitude of someone who is not bound by a job description but rather inspired to work towards excellence for the entire organization. A superior work ethic and willingness to roll up sleeves to accomplish organizational goals.
- Excellent business communication skills (written, email and oral).
- Bachelors degree required.

#### **COMPENSATION**

This position has a competitive base salary, and an excellent benefits package including health, dental and vision insurance with significant employer contribution, a 401K plan and paid time off.

**TO APPLY**

Individuals wishing to discreetly discuss this role may contact Todd Owens, Principal, Dewey & Kaye, 412.434.1335 or [towens@deweykaye.com](mailto:towens@deweykaye.com). Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: **Program Manager, Leadership Pittsburgh, Inc. (#169-MH687)**.

**Candidates must submit materials no later than Friday, July 16th, 2010. *If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.***

*Leadership Pittsburgh, Inc. is an Equal Opportunity Employer.*