

CORO CENTER FOR CIVIC LEADERSHIP

Position Description
March 20, 2009

Organization: Coro Center for Civic Leadership – Northern California

Location: San Francisco, California

Position Title: Executive Director

Reports To: Board of Directors

The Opportunity:

The Coro Center for Civic Leadership (Coro) is an independent nonprofit organization dedicated to strengthening communities by preparing individuals for effective and ethical leadership in public affairs. Coro offers two signature programs: the Coro Fellows Program, a post-graduate experiential leadership training program and the Exploring Leadership Program, which provides training and internships to Bay area youth. Additionally, Coro partners with a number of Bay Area institutions, such as UCSF and the City of Fremont, to provide leadership training to their managers and staff.

Coro was founded in 1942 by two visionary San Franciscans whose goal was to create a postgraduate training program in leadership like those for law, medicine, and business. Their vision has grown to six centers: Los Angeles, Kansas City, St. Louis, New York, Pittsburgh, and San Francisco. This position is for the San Francisco center. Coro Northern California has more than 2,000 alumni, and enjoys wide-ranging community support. Many business and civic leaders in San Francisco have graduated from one of Coro's programs including Senator Dianne Feinstein (D-CA) and Congressman Jerry Lewis (R-CA).

The organization's budget is \$1.1 million and is comprised of corporate and foundation grants; an individual major gifts program; and an annual Leadership Luncheon. Coro's board of experienced community leaders strives for a culture that is mission-focused, collegial, and results-oriented, with a strong emphasis on the value of teamwork.

Learn more about the Coro Center for Civic Leadership - Northern California at www.Coro.org/sf.

Position Responsibilities:

The Executive Director will provide dynamic and forward-thinking leadership, promoting the fulfillment of Coro's vision and mission. Fundraising, financial management, organizational development, strategic planning, program design and performance, board development, and staff management, are all key areas managed and driven by the Executive Director's leadership. In addition, the Executive Director must be able to build and maintain a diverse, multi-partisan

group of Fellows, board members, donors, volunteers, field faculty, and other program participants on whom Coro's success depends.

Specifically, the Executive Director's responsibilities will include:

Program Development and Management

- Understand current and emerging climate in civic leadership and be able to respond through Coro's ongoing and new programs
- Build partnerships to help realize the organization's broader vision
- Inspire and consistently engage Coro's valued alumni

Resource Development and Stewardship

- Steward and deepen relationships with diverse funding sources, including foundation and corporate donors; work with the director of development to create and sustain a significant new emphasis on individual gifts.

Financial Management

- Develop, manage, and monitor organizational budgets, understanding that the funding of programs and initiatives reflects organizational priorities
- Manage ongoing reporting, and governance of the organization's finances

Board and Volunteer Development

- Work in partnership with Board of Directors – especially the Board Chair -- on issues, policies, and strategic direction
- Leverage and develop board skills and capabilities
- Prepare regular financial and organizational reports for the board
- Support volunteers and volunteer committees, including alumni, the Leadership Luncheon, field faculty, internship placement hosts, and judges for Selection Day

Staff Supervision and Human Resources

- Recruit and train staff
- Provide collaborative leadership that supports and enhances staff success
- Develop annual work plans with each staff member that are tied to and evaluated against these strategic and annual plans, to promote mission continuity at both the organizational and the individual level

Organizational Leadership and Management

- Engage with stakeholders to refine Coro's vision, and build consensus among the Board, staff, key stakeholders, and the community to achieve it
- Lead the organization through development, implementation and monitoring of strategic and operational plans, along with policies and procedures, that translate the vision into action

Communications and Public Relations

- Perform as effective spokesperson and ambassador for the organization, increasing Coro's visibility and effectiveness
- Work with the national board and other Coro sites to broaden Coro's impact nationally
- Working with staff and consultants, develop messages, materials and vehicles supporting the organization's message
- Build Coro's reputation as an organization that is open to members of all political parties and persuasions.

Profile of the Successful Candidate

The Executive Director will be a visionary leader with strong fundraising, people management, organizational, communication, and consensus-building skills. The successful candidate could come from a variety of backgrounds.

Specifically, Coro seeks a seasoned professional who has:

- A bachelor's degree, and possibly an advanced degree in public policy or administration, business administration, law, or a related discipline
- Experience with nonprofit fundraising approaches, including individual gift programs, annual and major donor campaigns, and proven success in attracting necessary resources to fund an organization
- Familiarity with leveraging nonprofit boards effectively
- An energetic, entrepreneurial nature that combines intellectual curiosity with analytical skills and political savvy
- The ability to provide strategic vision to the leadership of a nonprofit
- Demonstrated experience in staff management, including the ability to foster collaboration and teamwork where appropriate, performance goal setting and review, and the assessment and review of personnel policies
- A proven track record in communicating effectively with a wide array of constituencies, targeting messages accordingly
- Passion about the issues affecting public policy and leadership and the ability to align Coro's mission with the complex world of leadership development and volunteerism
- Successful experience in working in a highly visible environment
- Strong integrity, and a commitment to professional excellence
- Passion for leadership in the public affairs arena
- Knowledge of the San Francisco Bay Area community

Additionally, the successful candidate will likely have:

- Four or more years of management experience
- Strong fiscal and budgetary experience
- Leadership experience in the nonprofit, government and/or business sectors

We seek to have the right individual in place during the summer of 2009.

This position offers competitive compensation and benefits.

Please submit your resume and a letter of interest in complete confidence electronically to applications@coro.org.

No calls please.

To be considered, your application should be received by April 30, 2009. Applications received after this date will be kept on file for future reference.