



## Manager, Adult Leadership Development

### Summary

The Manager of Adult Leadership Development is responsible for the administration of Neighborhood Leadership Cleveland and coordination of alumni networking and programs.

### Duties and Responsibilities

Program Management: Facilitate the implementation of Neighborhood Leadership Cleveland, including but not limited to:

- Reviewing & revising application materials, curriculum, data collection system, tools & protocols.
- Recruiting, interviewing and screening applicants to NLC.
- Collaborating with class facilitator on curriculum, logistics, and procedures.
- Review and develop a robust evaluation process.
- Scheduling guest speakers, developing and implementing enrichment activities.
- Facilitating on-campus class experience January-May, in partnership with Cleveland State staff.
- Coordinating graduation ceremony.
- Writing a final report on class participation, activities and accomplishments.

Alumni Engagement & Network Support

- Coordinate alumni communications across multiple media.
- Develop & work with alumni leadership team to coordinate support efforts.
- With alumni input, coordinate forums and networking events.
- Identify volunteer opportunities for alumni, connect and manage volunteer opportunities as needed.

Shared Tasks

- Manage program budget.
- Develop and maintain relationships with program partners.
- Develop and manage community-responsive leadership curriculum, as needed.
- Research & develop responses to the leadership development marketplace.

### Qualifications

- Demonstrate a theoretical foundation in the principles of community-based leadership.
- Strong written and oral communication skills
- Proficiency in Microsoft Office, email, and internet navigation.
- Database management/data entry experience.
- Project management and planning skills.
- Ability to contract with and supervise consultants as needed.
- Ability to set goals and objectives; work independently, as a team player, and in groups.
- Collaborative, inclusive, entrepreneurial leader.

### Experience

- Two or more years experience with program planning and development.
- Previous experience facilitating groups and/or providing professional development.
- Experience building and maintaining relationships in person and via multiple platforms and media.
- Bachelor's degree in education, social work or related field required.
- Neighborhood Leadership Institute alumni preferred.

To apply, send cover letter and resume no later than 5 pm on September 18, 2017 to

[Kevin@neighborhoodleadership.org](mailto:Kevin@neighborhoodleadership.org).