



Program Director Job Description

Responsible for the successful execution of Leadership Winston-Salem's Flagship Program. Ensures stimulating, impactful adult learning experiences in this intensive nine-month program. Reports to the Executive Director and works closely with the Development Director as well as the Administrative & Technology Director.

Essential Duties and Job Responsibilities:

- Flagship class recruiting/selection:
 - Spearhead the recruitment process for each year's new class. Plan, coordinate, market, and conduct information sessions each spring for prospective candidates.
 - Coordinate class selection process, including recording minutes at Selection Committee meetings and providing input, updating stats as selection decisions are made, and communicating to all applicants.
- Flagship class execution:
 - Partner with all committees in creating, planning and executing the Leadership WS Flagship Program, ensuring a quality end product with appropriate pacing, experiential learning, and linkages to community leadership.
 - Recruit, select, and train committee members and chairs. Attend committee meetings, providing guidance to ensure all criteria for a quality leadership day are met.
 - Provide logistical support to committees for each year's Opening Retreat, program days and Celebration.
- Action Learning Projects (ALP):
 - Support the Action Learning Chair in soliciting and vetting project proposals from local non-profit organizations
 - Conduct poll of incoming participants to determine which seven ALP proposals are chosen.
 - Confer with the Executive Director & the ALP Chair to designate ALP teams based on their preference, with a focus on diversity
 - Interface with ALP coaches on team progress during the year and with chosen organizations (Community Partners) to ensure their ALP teams are communicating appropriately.
- Other duties:
 - Partner with Development Director to obtain sponsorships for the Flagship Program.
 - Participate in community activities related to the Flagship Program; represent LWS effectively to vital external audiences.
 - Perform other duties as assigned by the Executive Director.

Required Skills and Qualifications:

- Minimum of a bachelor's degree and three years of validated professional experience in areas reflected above.
- Superior facilitation skills and experience in adult learning techniques, processes.
- Extensive experience in creating, planning and executing events.
- Excellent written and verbal communication skills.
- Ability to work successfully with key community leaders, including members of the Leadership WS Board of Directors. Familiarity with Forsyth County's business and civic leadership.
- Excellent interpersonal skills. Ability to build effective relationships for the organization among diverse constituencies.
- Demonstrated experience in managing budgets, supervising support staff, and success in exceeding goals.
- Ability to be forward thinking, proactive, multi- task and anticipate needs and next steps.
- Detail-oriented with superior organizational skills and ability.
- Demonstrated success in working with volunteers.
- Proficiency in Microsoft Office - Windows, Word, Excel, Power Point.
- Knowledge of key trends in leadership training and development; ability to utilize leadership tools, concepts, assessments and resources and put these resources into successful practice personally and in programs where appropriate.
- Valid driver's license and willingness to travel locally.
- Typical physical demands of administrative job with capability to lift 20-25 pounds.
- Preferred – graduate of Leadership Winston-Salem's Flagship program

Employee classification: Salaried. Full-time at 37.5 hours/week
Compensation: Commensurate with experience