



Job Description

Position Title:	Executive Director, Institute for Local Government
Classification:	Senior Director
Salary Range:	Senior Director
Department:	Institute for Local Government (ILG)
Prepared Date:	September 6, 2018
Employment Status:	At-Will
Position Reports To:	Executive Director, League of California Cities
Positions Supervised:	Employees assigned to Institute for Local Government
Judgment Exercised:	Extensive and significant
Overtime Status:	Exempt

Position Purpose

Under the general direction of the League of California Cities' Executive Director, performs services contracted under the Agreement for Professional Services entered into between the League of California Cities (League) and the Institute for Local Government (ILG). Interprets and implements policy direction set forth by the ILG Board of Directors under direct oversight from the League Executive Director. Plans, directs, manages and oversees all functions of the services provided under the Professional Services Agreement which include program management, fundraising, accounting and supervision of League employees assigned to perform such activities. This senior management position coordinates activities and resources between ILG, League, California State Association of Counties, California Special Districts Association, local government and other private, public and non-profit organizations. Functioning independently and within a team setting, the ILG Executive Director provides highly responsible and complex policy, fundraising, programming and administrative leadership.

Essential Functions and Responsibilities

- Implement the mission, strategic goals, and vision of the Institute for Local Government as set forth by the League's executive director and the ILG's board of directors.
- Assume full management responsibility for all activities in the delivery of ILG programs and services to local government officials, including financial management, program management, staff development and strategic and tactical planning.
- Raise funds from current and new sources, including foundations, the private sector, state agencies, entrepreneurial activities and individual donors.

- Foster new alliances, partnerships, and collaborations with other organizations in the nonprofit, private and public sectors. Maintain and enhance existing relationships with key partners, stakeholders, and grantors.
- Manage and nurture critical relationships with local government and private sector partners. Develop and maintain positive and respectful working relationships with other senior level managers, departmental and non-departmental staff, and others.
- Design and monitor internal control systems; manage annual financial audit; monitor audit results; oversee financial reporting; develop and monitor annual operating budget.
- Manage the development and implementation of goals, objectives, policies, procedures and priorities for ILG activities and services; recommend and implement in conjunction with other senior level managers organization-wide policies and procedures.
- Evaluate the efficiency and effectiveness of strategies, plans and deliverables. Adjust delivery methods and procedures when needed.
- Plan, direct and coordinate, through program directors and/or managers, ILG's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with program directors and/or managers to identify and resolve problems.
- Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; implement personnel management procedures to correct deficiencies and reward performance; conduct performance and goal setting reviews for program directors and/or managers; oversee performance reviews and goal setting process for non-managerial staff.
- Develop and implement a culture of collaboration to ensure all employees understand the mission and purpose of the Institute and are tied to its strategic goals.
- Serve as contract administrator; develop and review written agreements and contracts; execute and administer agreements and contracts; maintain records.
- Represent ILG to other internal departments, membership and city officials, business partners, vendors, public agencies and other groups and entities; serve as a member of the League's management committee.
- Provide staff assistance to the League Executive Director and Board of Directors; prepare financial materials and written analysis, reports and correspondence as required by duties or assigned.
- Provide staff support to Board of Directors; provide support to or serve on boards, task forces or committees as assigned.
- Respond to difficult inquires and requests of information.
- Work beyond the League's normal 8:30 a.m. to 5 p.m. Monday through Friday business hours when necessary to participate in meetings, meet deadlines, perform duties and accomplish tasks and goals.

- Perform other duties as required.
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Job Qualifications

Knowledge/Skills:

- Dynamic visionary leader who can get things done.
- A strategist who can build from what is working, while charting new waters.
- A successful track record leading and facilitating healthy, productive, and collaborative organizational cultures.
- Demonstrated fundraising success and ability to inspire, guide and teach others to fundraise.
- Effective project management practices, including assembling, organizing and managing resources to bring about the timely and successful achievement of goals and objectives.
- Principles and practices of grant writing and administration, budget preparation and administration.
- Principles and practices of effective communication and marketing strategies, including online techniques.
- Techniques for raising funds, securing contracts, engaging in collaborations and otherwise acquiring resources necessary to support program activities and goals.
- ILG current public policy areas of focus: Sustainable Communities, Ethics & Transparency, Local Government Basics, Collaboration & Partnerships, Public Engagement.
- Principles and practices of public agency policy-making, governing processes and administration at local, state and federal levels.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operation's needs.
- Principles of effective supervision, training and performance management.
- Statewide local agency membership organizations.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Identify and anticipate emerging public policy issues (including process issues) facing local officials in California.

- Be creative, entrepreneurial and eager to find innovative ways to launch and sustain new programs and services and reach out to new constituents.
- Plan, direct and control operations, programs and activities.
- Identify and organize departmental and organizational priorities.
- Develop, implement and administer departmental policies, procedures, goals and objectives.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of departmental and organizational goals.
- Plan, organize, direct and coordinate the work of departmental staff.
- On a continuous basis, analyze financial data; interpret and evaluate reports; interpret and apply federal, state and local laws, regulations and codes; produce clear and concise written materials, correspondence and reports; evaluate issues and identify effective outcomes and solutions; interpret, explain and implement policy.
- Manage the development, adoption and implementation of complex organization-wide budget; administer and control annual budget and expenditures.
- Be a good listener and a creative problem solver who is politically savvy, patient, collaborative and able to find common ground among divergent points of view.
- Effectively manage time and meet deadlines; maintain and exhibit flexibility.
- Select, supervise, train and evaluate staff.
- Create and maintain a cohesive, efficient and productive work unit.
- Interpret and apply League policies, procedures, rules and regulations as they relate to the Institute.
- Communicate clearly and concisely, both orally and in writing for both internal and external communications.
- Gain cooperation through discussion and persuasion.
- Travel within and outside California to perform duties and advance organization goals and objectives.

Experience and Training

Bachelor's degree from an accredited university preferably with major course work in nonprofit administration, public administration, public policy, management, law, communications, or equivalent cumulative education and professional work experience required. Graduate level degree a plus. At least 10 years of broad-based relevant senior management experience.

A lead role in generating revenue (both earned and contributed income) for an organization; measurable results in hiring, mentoring, developing, and leading staff and in engaging and supporting a governing board. A demonstrated track record of building an organization at the national, regional, or local level. Non-profit and local government experience is preferred but not required. The ideal candidate has a passion for and commitment to the Institute's mission to advance the effectiveness of local agencies for the benefit of the communities they serve.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular automobile and airline travel required in normal course of job performance.

Equipment Used

Computer, keyboard, mouse	Copier	Scanner
Fax machine	Telephone	Smart Phone
Automobile	Current office applications	
