



**Center for Volunteer & Nonprofit Leadership (CVNL)
Learning & Leadership Director
Position Announcement**

Status: Exempt, Full-time

Position Overview

We are seeking an enthusiastic, entrepreneurial and detail-oriented individual to lead Center for Volunteer & Nonprofit Leadership's (CVNL) Learning & Leadership Programs, including the development, implementation, and evaluation of workshops, training, and peer groups designed to build the skills, knowledge, and connections of Bay Area nonprofit leaders.

CVNL is dedicated to advancing nonprofits and volunteerism by strengthening leadership, encouraging innovation, and empowering individuals in our community. The Director plays a key role in addressing the needs of Bay Area nonprofit leaders by providing them with the tools and training they need to take their impact to the next level. This position is a member of CVNL's leadership team and works collaboratively with others to advance CVNL's mission and organizational goals.

Responsibilities

- Create annual strategy, work plan, and budget for Learning & Leadership department programs and services across multiple locations
- Schedule, manage, and evaluate all department programs, including Excellence in Leadership Program, Lunch & Learn, peer roundtables, and regularly scheduled workshops and trainings in order to maintain the highest quality and meet or exceed budgeted revenue goals
- Contribute content to CVNL website, enews, social media, press releases, news and other marketing activities to promote Learning & Leadership programs and advance department goals
- Monitor trends affecting the nonprofit sector and leaders at the local, regional, and national level to help inform department planning
- Cultivate and maintain strong relationships with the nonprofit community in the Bay Area as well as skilled trainers, presenters, and consultants to lead workshops and trainings
- Explore new collaborations and partnerships with local higher education institutions and other nonprofit education initiatives to strengthen CVNL's presence and benefit its programs
- Pursue new funding avenues in collaboration with the Director of Business and Fund Development to expand CVNL's Leadership & Learning programs
- Develop and implement tailored training/consulting services and customized learning experiences in collaboration with the Director of Consulting Services to meet nonprofit client needs
- Manage the work of independent contractors/trainers and presenters as well as volunteers
- Participate in cross-departmental collaboration, organizational development and management activities as a member of CVNL's leadership team
- Other assignments and projects as assigned

Required Qualifications

- Bachelor's degree, Master's preferred
- Demonstrated passion for and commitment to the nonprofit sector
- A minimum of five years' experience in a nonprofit setting or equivalent, with proven management skills and experience
- Understanding of trends impacting the nonprofit sector, including professional development and organizational development issues
- Highly organized, detail-oriented, resourceful and self-motivated
- Ability to take initiative and juggle multiple priorities simultaneously
- Outstanding interpersonal skills
- Excellent communications skills; experience with writing marketing materials
- Experience managing and analyzing data
- Strong technology skills including knowledge of MS Office (Access, Excel, Outlook), social media tools, and program management platforms

- Training or teaching experience working with adult learners
- Website development experience a plus
- Bilingual skills (Spanish/English) a plus
- Connections and familiarity with Marin, Sonoma and other Bay Area communities and nonprofits preferred

Physical Demands

In addition to basic computer desk work, the employee is required to stand, walk, reach above shoulders, and climb or balance. The employee may occasionally lift and/or move up to 20 pounds.

Salary and Benefits

Salary will be commensurate with experience. This is a full-time position with benefits.

To be considered as an applicant:

- Email resume and cover letter to: ljacobs@cvnl.org
- Please put "Learning & Leadership Director" in the subject line
- Attachments must be in .doc or .pdf format; do not include resume in the body of your email
- Resumes must be submitted with a cover letter
- No phone calls please

CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. The Agency policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.

Submission of your application is not an offer of employment or an employment contract.

CVNL.ORG

Center for Volunteer & Nonprofit Leadership
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