

Job Title: Executive Director

Location: Greensburg, Pennsylvania

Laurel Highlands Workforce and Opportunity Center is a non-profit adult job training center committed to removing the barriers for individuals who are under & unemployed or in a transition of employment, by providing high-quality Medical Training and a career opportunity in the medical field. With a dedicated team and a passion for a quality education, we strive to make a meaningful difference in our local communities.

Position Overview:

We are seeking an experienced and dynamic Executive Director to lead our organization into its next phase of growth and impact. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including strategic planning, financial management, program development, fundraising, and team leadership. The ideal candidate will possess strong leadership skills, strategic vision, and a commitment to our mission.

Key Responsibilities:

1. **Strategic Leadership:** Develop and execute the organization's strategic plan in collaboration with the Board of Directors, ensuring alignment with the mission and goals.
2. **Financial Management:** Oversee budgeting, financial planning, and fiscal management to ensure the organization's financial health and sustainability.
3. **Program Development:** Lead the development and implementation of innovative programs and initiatives that further the organization's mission and objectives.
4. **Fundraising and Development:** Develop and execute comprehensive fundraising strategies to secure financial support from donors, sponsors, grants, and other sources.
5. **Board Relations:** Work closely with the Board of Directors to provide regular updates, solicit input, and ensure effective governance and oversight.

6. Team Leadership: Provide leadership and mentorship to staff members, fostering a collaborative and inclusive work environment.
7. External Relations: Serve as the primary spokesperson and representative of the organization, building and maintaining relationships with stakeholders, partners, and the broader community.
8. Compliance and Risk Management: Ensure compliance with relevant laws, regulations, and best practices, and mitigate risks to the organization's reputation and operations.
9. Impact Assessment: Monitor and evaluate the effectiveness of programs and initiatives and make data-driven decisions to optimize impact and outcomes.
10. Continuous Improvement: Lead efforts to continuously improve organizational effectiveness, efficiency, and impact through innovation and learning.

Qualifications:

- Bachelor's degree in a relevant field; advanced degree preferred.
- Minimum 5 years of executive leadership experience, preferably in non-profit.
- Proven track record of strategic planning, financial management, and organizational development.
- Strong understanding of marketing, sales, and community outreach.
- Excellent communication, interpersonal, and relationship-building skills.
- Demonstrated ability to inspire and motivate teams, stakeholders, and partners.
- Grant writing experience preferred.
- Passion for the organization's mission and commitment to making a positive impact.

Application Process:

To apply, please submit a resume, cover letter, and any other relevant materials to Tkilbury@lhwc.org. Applications will be reviewed on a rolling basis until the position is filled.