

PUBLIC FELLOWS PROGRAM



Job Title:	Leadership Development Officer
Organization:	Council on Foundations
Department/Office:	Professional Development Department
Location:	Arlington, VA
Salary:	\$74,000 – 78,000 plus health benefits
Start Date:	9/1/2011

ORGANIZATION / DEPARTMENT DESCRIPTION

The Council on Foundations is a national nonprofit association of approximately 2,000 grantmaking foundations and corporations. As a leader in philanthropy, it strives to increase the effectiveness, stewardship, and accountability of our sector while providing our members with the services and support they need for success. The Council is located in Arlington, VA, and serves foundations and philanthropists of all types.

POSITION DESCRIPTION

The leadership development officer will assume responsibility for the creation of new, and enhancement of existing, Council programming designed to strengthen the leadership skills and knowledge of grantmakers and donors at various points in their careers, including foundation trustees and CEOs, mid-career professionals, and emerging leaders working in grantmaking institutions. This position will provide strategic coordination and thought leadership to both the design of the leadership development curriculum and the design of a comprehensive Council approach to leadership development in the philanthropic field, drawing on the most relevant theoretical frameworks, and existing academic and practitioner research.

With the goal of creating a comprehensive leadership development curriculum that can be modified to suit multiple grantmaker audiences (CEOs, trustees, emerging leaders, etc.) across diverse characteristics, the officer will convene Council staff and volunteers across departments to develop, vet, help market, launch, and evaluate the resulting leadership development programs. It will be critical for the leadership development officer to integrate the Council's resources, expertise and organizational philosophy into the programming to create a signature product for the Council.

This position will be situated in the Professional Development Department but will work directly with other colleagues as well, including the Assistant Vice President of Diversity and Inclusiveness.

QUALIFICATIONS

Successful candidates will draw on a combination of these qualifications and past experiences:

- Ph.D. in a relevant field of the humanities and humanistic social sciences.
- Experience in curriculum development that accommodates various adult learning styles (both synchronous and a-synchronous) and e-learning delivery mechanisms.
- Understanding of and some experience with principles of delivering broad-based leadership frameworks to audiences characterized by diversity along several lines – cultural, learning styles, interests, etc.
- Understanding of leadership theory and its practical application.
- Program design experience and three to five years of experience managing project workflow, whether in an academic or other setting.
- Some grants and budget management experience a plus.
- Knowledge of philanthropy, and the domestic and global trends in the field, helpful.
- Sound understanding of diversity and inclusive practices.
- Excellent writing, speaking, and research skills.
- Excellent interpersonal and cross-cultural skills.
- Excellent organizational skills.
- Ability to work with a team and independently.

APPLICATIONS

- Information on the ACLS Public Fellows program: www.acls.org/programs/publicfellows
- Have to be submitted through the ACLS Online Fellowship Application system (ofa.acls.org).
- Application deadline: **May 16, 2011, 3pm (EDT)**

This position is *only* available through the ACLS Public Fellows program.
You may *not* contact the hosting agency to inquire about this position.