



**LEADERSHIP  
GREATER  
HARTFORD**

**Leadership Greater Hartford**  
Job Announcement  
Director of Consulting & Training

Leadership Greater Hartford (LGH) is a high energy, mission-driven, non-profit organization that is passionate about our work. We support and strengthen the local community by training and connecting aspiring and established leaders. We believe that the potential for leadership resides within everyone and that it can grow if continuously nurtured.

For more than 40 years, LGH has been bringing people of diverse backgrounds together to build the awareness and mutual trust needed to create constructive partnerships that serve the greater good. We believe that when we do our job well, we help to create a culture of collaboration, civic responsibility and hope in our region.

LGH is seeking a full-time Director of Consulting & Training to join our team. Reporting to the VP for Programs, the Director of Consulting & Training manages the consulting and training services of LGH, including recruitment of new business, contract logistics and management, workshop design, and budget management. They facilitate training engagements and other LGH programs as appropriate.

**Essential Functions of the Position:**

- Designs learning experiences and other interventions that will address the need of current and prospective clients.
- Identifies and coordinates with the facilitators on the LGH staff and from within LGH network of consultants to best meet client needs.
- Personally delivers services and trainings when they align with own skill set and experience.
- Conducts appropriate systematic evaluation to measure client satisfaction and outcomes.
- Incorporates evaluation and feedback from previous engagements in ongoing workshop and training design to maintain top quality consulting & training services that meet the current needs of constituents.
- Recruits new clients and businesses for consulting and training services.

**Marketing, Promotion and Recruitment:**

- Provides input to Marketing staff to develop marketing, promotional and publicity tools for LGH Consulting & Training.
- Works with Marketing staff to target and recruit new business from existing clients and external prospects.
- Serves as the principal communicator and contact person for LGH Consulting & Training and represents LGH and all its programs to the community.

**Training and Facilitation:**

- Serves as a facilitator in LGH Consulting & Training engagements as appropriate. As needed and consistent with the Consulting & Training Director's expertise, serves as facilitator in other LGH programs.

**Program Administration:**

- Coordinates all administrative arrangements for assigned contracts (with support from admin staff).
- Serves as a principal contact for all clients, following up after workshops and trainings with facilitators, hosts and clients.
- Assists other Program Directors as needed; job may expand to include direction of specific LGH program(s).

**Program Funding and Financial Administration:**

- Develops budgets for contracted engagements in collaboration with Vice Presidents of Programs and Finance.

**Other Responsibilities:**

- Demonstrates a high level of understanding of LGH as an organizational entity.
- Assists with special projects and performs additional duties as assigned.

**Qualifications:**

- Bachelor's degree in related field (education, communications, psychology).
- One or more certifications relevant to training, consulting and/or executive coaching.
- Minimum two years' experience in development and delivery of training programs in leadership skills or related topics.
- Knowledge of and commitment to Greater Hartford; network connections in Greater Hartford.
- Excellent organizational skills; able to successfully manage multiple projects simultaneously.
- Excellent interpersonal skills, including presentation, group facilitation, and conflict mediation skills.
- Ability to work independently and take initiative to set priorities and solve problems.

**Physical Requirements and Working Conditions:**

- Working conditions are normal for an office environment. All LGH staff are currently encouraged to work from home when possible, and the same will be true for this position.
- Must be able to operate computer for most of workday with appropriate rest periods.
- Availability to work occasional evenings or weekends as needed.
- Valid driver's license and driving record which meets Company insurance carrier requirements, or ability to travel to program and meeting sites in the Greater Hartford area as needed by other means.

Annual compensation starts at \$52,250 for full-time (40 hours/week) and includes a generous benefits package. This job could be modified to part-time in order to meet the needs of a top candidate.

To apply, please submit both a resume and cover letter in PDF format to [hire@leadershipgh.org](mailto:hire@leadershipgh.org) by September 4, 2020. We plan to hold interviews in early-mid September and for the successful candidate to begin employment in early October.