



**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 leadership potential resides within everyone and that it can grow if continuously nurtured.

For 45 years, LGH has been bringing people of diverse backgrounds together to build the awareness and mutual trust needed to create transformational 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 Director of Consulting & Training to join our team. This part-time, 30 hours/week position reports to the VP and Chief Program Officer and 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 the LGH network of consultants to best meet client needs.
- Personally delivers trainings when aligned with their 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 a facilitator in other LGH programs.

Program Administration:

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

Program Funding and Financial Administration:

- Develops budgets for contracted engagements in collaboration with VP and Chief Program Officer.

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 a related field (education, communications, psychology, or something similar).
- One or more certifications relevant to training, consulting, and/or executive coaching.
- Minimum two years of experience in the 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.
- Skilled listener, speaker and writer, and collaborative team player.
- 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. As of March 2022, all LGH staff observe a hybrid work schedule, working in the office on Tuesdays and Thursdays. Employees can choose to work remotely or in-office for all other work hours each week.
- Must be able to operate a computer for most of the 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 \$45,000 (30 hours/week) and includes a comprehensive and generous benefits package while getting to work alongside a passionate and dynamic team.

Interested and qualified candidates should e-mail a cover letter and current resume to hring@leadershipgh.org. Candidate review will begin immediately and continue until the position is filled.

Leadership Greater Hartford embraces diversity and equal opportunity.

We are committed to building a team that represents a variety of backgrounds, perspectives, and skills.
The more inclusive we are, the better our work will be.