

GREENLEAF CENTER CHIEF EXECUTIVE OFFICER

The Greenleaf Center for Servant Leadership is seeking candidates for the position of Chief Executive Officer. The Greenleaf Center is a 501(c)(3) non-profit organization dedicated to promoting the understanding, awareness and practice of servant leadership throughout the world. Further information on the Indianapolis-based Greenleaf Center can be found at www.greenleaf.org.

The CEO reports to the Board of Trustees and is responsible for providing the vision, direction, leadership and overall management for The Greenleaf Center while achieving a set of specific strategic goals established in cooperation with the Board of Trustees. According to the bylaws of the Greenleaf Center, the Chief Executive Officer is responsible for the daily operations, programs, finances and staff of the Greenleaf Center. The CEO recommends policies, carries out the policies adopted by the board and reports to the board on a regular basis regarding the activities and status of the Greenleaf Center. The Board envisions a strong collegial relationship with the CEO and anticipates the selected individual will show imagination, initiative and a high level of personal responsibility and leadership.

The ideal candidate will have a thorough understanding of the philosophy of servant leadership as articulated by Robert K. Greenleaf. He/she will be a passionate advocate of Greenleaf's core message and possess the ability to communicate that message to current and future constituents of the Center. She/he must have a good understanding of non-profit organizations and should be able to apply business skills to enhance the efficiency and impact of the organization. We are seeking a person who can build and manage relationships with staff, volunteers, constituents and other individuals and organizations that are critical to the success of the Center's mission. The person selected for this position will have reflected a commitment to servant leadership in their previous work and relationships and will continue to model the characteristics of a servant leader.

The Greenleaf Center is well positioned to expand its national and international presence in leadership and organizational development. The new CEO will be expected to create new programs while evaluating and, where appropriate, increasing the support and impact of our existing activities which include:

- Long-term success in originating and disseminating relevant publications
- Sponsoring national and regional conferences

- The Greenleaf Scholars Program, which provides research support to emerging scholars in the field
- Training activities and leadership development programs
- Marketing and advocacy for the Center's key concepts as well as for our various activities and programs
- Ongoing fundraising and resource development

The board is particularly interested in individuals who can demonstrate excellence in the following areas:

- **Strategic Partnerships**
 - Expand strategic partnerships with organizations that provide mutually beneficial opportunities for collaboration
 - Maintain and deepen existing strategic partnerships that can lead to program expansion and increased impact
- **Membership Services**
 - Expand membership opportunities for individuals and organizations
 - Create value for members that warrant their investment
 - Utilize membership to leverage the Center's visibility and activities
- **Fundraising and Development**
 - Create and implement a comprehensive and effective development and stewardship plan
 - Identify and cultivate individuals, foundations and corporate donors and expanding our donor base
 - Raise the funds necessary to meet the annual operating budget and build the reserves needed to ensure financial sustainability
- **Marketing**
 - Develop opportunities to raise the organization's profile within the leadership and management community, including the corporate, non-profit, academic and government sectors
 - Create up-to-date marketing materials and media
 - Ensure that the Center is effectively engaged through social media and web-based communications
 - Enhance the Greenleaf brand of servant leadership and position it as a major player in the field of leadership and organizational development
- **Training and Leadership Development**
 - Develop programs that align with the Center's mission and generate revenue to support the Center's activities

- Produce first class programs that reflect quality and impact
- **Concept Delivery**
 - Produce materials and media that promote the understanding, awareness and practice of servant leadership
 - Create media and content that will engage various demographics, including the youth, ethnic populations and international audiences
 - Protect the intellectual properties of the Greenleaf Center
 - Build awareness of the Greenleaf Center as a valuable resource for materials on servant leadership
 - Foster engagement with academic community relative to teaching and research
- **Board Relations**
 - Work with the board to develop metrics and reports that allow them to monitor the progress of the Center towards strategic goals
 - Insure that the board is informed of opportunities and challenges that require adjustment in policies
 - Provide the board with information that supports their decision making process
 - Maintain a healthy relationship with the board as reflected in the advice and guidance of Robert K. Greenleaf (currently updated and expanded in “Servant Leadership in the Boardroom” by Kent Keith)

In addition to the skills and knowledge cited earlier, other requirements of the position include:

- Bachelor’s degree – graduate or professional degree preferred
- High personal integrity and a commitment to professional excellence
- Strong evidence of knowledge of the field of leadership and organizational development
- Excellent communication and presentation skills
- Demonstrated experience in setting and achieving goals
- Knowledge of non-profit finance and budgeting
- Ability to set priorities, delegate responsibilities and develop the strengths of others working on behalf of the Center
- Experience in building coalitions and strategic partnerships
- Valid driver’s license and passport
- Ability to travel, primarily within United States

- Willingness and ability to perform duties based at current headquarters in the Indianapolis, Indiana area

Process:

A letter of interest and resume with at least 3 names of references should be submitted electronically to gcslceosearch@gmail.com. Please indicate “GCSL CEO - Your name as it appears on your resume” in the subject line.

Interested candidates may contact Bob Thomas at 404-894-9473 to answer any questions about the position.

Materials will be reviewed as they are received. The search will continue until the position is filled; however, to assure full consideration materials should be received no later than January 15, 2012.

The Board seeks to have the new CEO selected and serving in the position by June 1, 2012.

A very competitive compensation and benefits package will be offered.

The Greenleaf Center for Servant Leadership is an equal opportunity employer.