



# JUNIOR LEAGUE OF CINCINNATI

## Job Description

Updated: April 2021

**Application Instructions:** Interested candidates should submit a resume and one-page cover letter as a single PDF file (file name: FirstName\_LastName.pdf) via e-mail to [president@jlcincinnati.org](mailto:president@jlcincinnati.org) with the subject, "JLC Managing Director." In your cover letter, please indicate how you heard of this opportunity.

**Job Title:** Managing Director (Full-Time 40 hours/week)

**Supervises:** Office Coordinator, Facility Manager

**Reports to:** This position reports directly to the President of the Junior League of Cincinnati.

**Position Summary:** The Managing Director is responsible for day-to-day operations of the Junior League of Cincinnati (JLC).

### Operations Responsibilities:

- Oversee the operational systems, processes and policies in support of the organization's mission – including management reporting, information flow, business process and organizational planning.
- Assist with development and implementation of the annual meeting, leadership retreats, past presidents' luncheon, and other member events as needed.
- Project manage recurring projects including, but not limited to:
  - Annual membership directory
  - Annual organization guidebook
  - Annual membership renewal
  - Annual fund appeal letter
  - Organization's annual report
  - New member application launch
- Oversee membership data system and reporting, including programmatic dashboard, fundraising benchmarks and other key data indicators.
- Assist with development and stewarding of a consistent brand and messaging.
- Provides supporting information for and editing assistance with grant applications.
- Plays a significant role in the long-term planning of the organization, including maintaining a calendar of recurring, annual deadlines and operational best practices.
- Other duties as assigned by the President.

### Desirable Qualifications:

- Excellent customer service skills
- Strong oral and written communication skills
- Comfortable working autonomously
- Excellent organizational skills with the ability to handle multiple projects with deadlines
- Excellent decision-making skills, ability to prioritize work and act independently

- Ability to represent the Junior League of Cincinnati in a professional manner

**Experience:**

- Three or more years non-profit management experience
- Working knowledge of Microsoft Office products and database systems
- Experience in fundraising, marketing strategies, volunteer management preferred
- Experience working with a membership-based organization strongly desired
- Three or more years experience managing direct reports

**Education:** Bachelor's degree required.