

Summary

The Fairhill Trouble Shooter position reports to the Executive Director and is part of the leadership team. This level position requires the highest degree of integrity, professional judgment and confidentiality. It also requires an extraordinary commitment to teamwork. As determined by the Executive Director, this position level includes one or more leadership assignments that may vary over time and according to the needs of the organization.

This position will analyze and evaluate different aspects of Fairhill's strategic plan and budget under the direction and guidance of the Executive Director and other senior staff members. The Fairhill Trouble Shooter may also recommend and facilitate the necessary changes for the betterment of Fairhill Partners.

Responsibilities

- Works with all senior staff in order to ascertain the best and most promising path for leadership development;
- Develops plans and methods for areas such as budget, organizational development, organizational planning, purchasing, etc.;
- Serves as a lead internal champion of Fairhill's Strategic Plan, monitoring the implementation of the Plan and assisting/coaching other staff as needed to carry out the Plan;
- Consistently respects and supports staff to achieve results and promote individual and collaborative professional development of the team;
- Demonstrates accountability for achievement of specific goals and objectives related to the Fairhill Strategic Plan;
- Demonstrates accountability in the use of all organizational resources;

Qualifications

- Bachelors Degree or minimum of 10 years experience in multi-organizational environment, preferably with both for profit and not for profit sectors;
- Strong organizational skills with excellent written and verbal communication;
- Demonstrated ability with all aspects of financial and strategic planning including budgets and analysis;
- Strong familiarity with Cleveland's not for profit network and corporate community. Knowledge of individual and organizational philanthropic resources desirable;
- Computer proficiency in word processing, spreadsheet, database and internet;
- Experience working with all levels of management as well as Board of Directors.