**Summary**: The Executive Vice President (EVP) serves as the link between the League’s Board of Directors and Management Team. The EVP facilitates and ensures the overall alignment of League work and leads the Management Team in carrying out the mission of the League according to the strategic plan and direction.

**RESPONSIBILITIES**

* Supports a strong, collaborative communication system between the Board and the Management Team.
* Ensures that the Board is informed and fully equipped to make their strategic decisions, and that the Management Team receives clear and ample communication regarding the needs and priorities of the League.
* Develops plans and manages best practices through engagement of team.
* Assures an effective system that supports the Management Team’s planning and execution of the work of the League.
* Lead the Management Team in becoming knowledgeable about the direction of the League as set out in the Strategic Plan and the expectations of the Annual Plan regarding shorter-term objectives.
* Assure that the Management Team understands the policies of the League that set the operating conditions.
* Ensure that systems are in place for the collection and dissemination of data supporting program and operations, and reports to the Board on the progress of the Management Team.
* Oversee regular Management Team meetings, and attend regular Board meetings, participating as a voting member and coming informed and prepared to discuss and deliberate the business at hand.
* Coordinate, with the League President, periodic meetings between the Board and the Management Team to achieve overall planning and organizational assessment.
* Oversee day-to-day operations and management with VPs
* Understand and is familiar with the bylaws, standing rules, and policies that govern the League.
* Understand and is familiar with the budget and the assets of the League.
* Committed to supporting the League financially
* Demonstrates a strong commitment to continued learning

**SKILLS REQUIRED**

* Operational Thinking**:** Possesses an innate sense of how to create/use processes and systems to achieve a set of desired results.
* Can see opportunities for synergy and integration where others can’t, creating efficient workflow and clarifying complex processes.
* Governance v. Management: Has comprehensive understanding of the distinction between governance and management roles and responsibilities.
* Organizational Savvy: Grasps organizational culture, norms, philosophy, structure, and goals. Understands and effectively handles organizational politics.
* Team Building: Is able to effectively build and manage teams, with particular emphasis on engaging diversity and fostering inclusion
* Planning Skills: Deconstructs complex tasks and projects into concrete actions and objectives.
* Communication: Communicates effectively in writing and orally, disseminating information accurately and in consideration of different audience needs. Is able to define and communicate objectives.
* Training Skills: Guides and mentors Leadership Team, empowering VPs to have strong decision-making skills to do their work.
* Conflict Resolution: Able to maneuver and hold hard conversations when needed

**SKILLS REQUIRED**

* Program evaluation
* Nonprofit accounting, budget development
* Advocacy, public policy
* Risk management, nonprofit laws
* Communications/media relations
* Marketing and outreach
* Oral & written communication

Note: While it is not necessary for the EVP to have all of these specific are skills, it is important for her to understand the role that each of the functions play within the organization.

**TIME COMMITMENT**

* Regular attendance at Board Meetings, plus necessary preparation time to arrive equipped to discuss the business at hand.
* Regular attendance at Management Team Meetings, plus necessary preparation time to arrive equipped to facilitate discussion of the business at hand. This includes the development of each meeting’s agenda, with input from leadership.

**PREREQUISITES**

* Required: Must be in the Junior League for at least 3 years once their term begins, 2 of the 3 years must be in Nashville
* Required: Must be a member “in good standing” at the time of their application is received
* Ability to make the necessary time commitment to fulfill all responsibilities
* Significant project management expertise
* Knowledge of the League (specifically VP responsibilities, current strategi direction and position and operating conditions).
* Ability to make the time commitment necessary to fulfill all responsibilities.

**ACCOUNTABLE TO**

* Board of Directors
* JLN Membership