



POSITION: TLC Campus Director

SUPERVISOR: Executive Director

SCHEDULE: FT, weekdays, evenings, weekends, flexible hours as needed

START DATE: April 1, 2023

JOB PURPOSE: The TLC Campus Director is our primary internal leader on campus, responsible for the overall administration and management of The Leadership Center campus in accordance with its vision and mission.

LOCATION: The Leadership Center: Comayagua, Comayagua, Honduras

ABOUT LMI: The mission of Leadership Mission International is to develop a new generation of ethical women leaders by providing exceptional academics, leadership and community development experiences. We are a faith-based, U.S. nonprofit 501(c)(3) organization and public charity. We work in Honduras through The Leadership Center, where we educate cohorts of 25-30 young women each year over the course of two years so that they will return to their communities as leaders, reinvest in their local economies, and initiate economic and ethical progress in Honduras. We, in part, see our mission at The Leadership Center as reflecting God's love to those who we seek to serve. We practice and promote core leadership values throughout all levels of the organization.

- ❖ We foster confidence, **resilience** & perseverance.
- ❖ We inspire **growth** & transformation.
- ❖ We build faith-based **community** that is safe, diverse, & inclusive.
- ❖ We practice personal initiative & **leadership**.
- ❖ We act with courage & **integrity**.

We honor these values with the purpose of graduating women with strong hearts, strong minds, and strong voices who hold a renewed sense of power and many options for their future.

POSITION DESCRIPTION::

The Campus Director is LMI's primary leader on campus at The Leadership Center. This energetic, diligent, and self-motivated team player leads and oversees all campus efforts, and effectively makes decisions with her or his team to support growth for the organization in Honduras. He or she has four directors reporting to him/her and oversees a staff of over 20 people and a student body of about 60. . The Campus Director must engage regularly with students including leading morning devotionals, seminars and worship services as needed. She or he must be passionate about women's empowerment and ministry from a Christian perspective, and effectively provide spiritual oversight and guidance to staff and students in accordance with our Campus Pastor. Additionally, the Campus Director is

responsible for regular reporting of finances, and working with the Honduran accounting personnel. The Campus Director is required to speak Spanish and English and must live on campus at The Leadership Center.

SKILLS & QUALIFICATIONS:

- Bachelor's Degree preferred
- Experience in nonprofit leadership and management
- A commitment to and passion for Leadership Mission International's mission
- Bilingual in Spanish and English
- Knowledge of or willingness to learn nonprofit best practices in Honduras
- Strong critical thinking and problem solving skills
- Impeccable integrity and trustworthiness, with an ability to handle sensitive information effectively and confidentially
- Ability to work well with diverse colleagues with varied personalities and work styles
- Flexibility in approach and willingness to adapt when necessary
- Strength in managing, developing, and retaining individuals and teams
- Active driver's license and experience driving

DUTIES & RESPONSIBILITIES:

Program Leadership

- Develop working knowledge of the history, culture, values, and vision of the organization and effectively transmit these to staff, students, and networks
- Assist the executive director in developing, implementing, and communicating the goals, priorities and values of the organization
- Manage and support TLC events and program activities (i.e., graduation, educational sessions, alumni weekends, staff training, etc.) as required
- Draft budget for annual expenditures in consultation with executive director; assist with preparation of LMI's Honduran annual budget
- Maintain up-to-date versions of important/corporate documents as required by law (for example, land titles, vehicle insurance, NGO status and compliance, CONEANFO accreditation, and other documents) and communicate with the executive director to ensure annual review of such documents and processes

Personnel

- Play a primary relational, leadership, and mentorship role with students in and outside of classroom
- Provide supervision, support, coaching and training for on campus staff in conjunction with the executive director and academic director.
- Handle and mitigate interpersonal conflict between staff members and students as needed
- Hire and fire staff as necessary to maintain the needs of the organization
- Work with staff to develop objective performance measurements and goal setting for all employees
- Instill a sense of accountability among team members by modeling oversight of individual and organization performance standards
- Oversee orientation and training of all staff members
- Maintain personnel job descriptions, employee handbooks/manuals and employment policies

Networking

- Work together with LMI's Country Director, Student Director and Campus Leadership Team to build Honduran network and recruit new students.
- Support the development of relationships and partnerships with nonprofit organizations, churches, schools and businesses throughout Honduras to expand our mission and reach.

**Travel throughout Honduras is required for approximately 20% of the time.*

APPLY: If interested in applying or referring a potential candidate, please email a resume and cover letter to Katrina Erickson (katrina@leadershipmission.org). Interviews are conducted on a rolling basis, so candidates are encouraged to apply early. We seek a diverse, multicultural staff with a wide array of backgrounds and experiences.

More information about our organization can be found at leadershipmission.org.