



LEADERSHIP+DESIGN

Leadership+Design is seeking an adventurous, creative, and passionate collaborator to join our growing team. As a **Leadership+Design Associate**, you will work with our amazing clients - both individuals and organizations - to support them to reach their highest potential. In a rapidly changing world, we help our clients find creative solutions to ambiguous challenges and clear direction through murky situations.

Leadership+Design builds capacity in individuals and institutions through all of our programs and services and enable our clients to develop new habits, mindsets and skills as well as achieve tangible results and make progress on goals. Whether we are facilitating a strategic planning process, supporting a school to develop a new initiative or program, or working with a leadership team to develop a stronger group dynamic, we see ourselves as creative partners and collaborators in their work. We create conversations and make connections within and between organizations. We help individuals connect with one another and with themselves and find greater joy, fulfillment and purpose in their work.

Start Date: July 1, 2019 or sooner.

L+D Associate Job Responsibilities

The work of a L+D Associate is generally divided into five main areas:

Business Development/Marketing: This includes identifying prospective clients, developing a relationship with clients, writing proposals, creating MOUs and billing clients (with the help of admin). Thought partnership with the managing partner/ED around marketing, branding and general promotion of L+D marketing is also included.

Major Project Facilitation: A major project may include strategic planning, long-term consulting around a specific project or initiative, long-term coaching/leadership development. Partners are responsible for overseeing and staffing these projects.

Program and Small Project Facilitation: L+D offers a number of open enrollment programs including Wonder Women!, Trailblazer, L+D Design Studios, The L+D Fellowship, L+D Online experiences and The Santa Fe Seminar with other opportunities in the works. In addition, L+D provides schools with day long or shorter term on-site workshops. Associates will be expected to manage these programs, to develop new programs, and to facilitate and or staff smaller programs and on-site experiences for schools.

Research and Design: As L+D moves to make the services it provides more consistent in quality and process, one of the roles for partners will be to develop intellectual property and processes for program and services. Although L+D will always be known for custom experiences that meet client needs, there are a number of experiences that we design and templates that we use that can be branded and modified to be used on multiple projects.

Thought Leadership (10%): There is an expectation that associates will spend some time writing social media posts, newsletter articles and speaking pro-bono at conferences in order to move the vision of re-designing the future of teaching and learning forward.

Professional Skills + Qualifications

- Candidates must have a BA degree (MA is preferred) and at least 8-10 years of experience working in the field of education, leadership development, design, counseling, organizational/change management consulting, marketing and communications. or user experience design.
- Desired qualifications include:
 - Demonstrated project management/event planning skills
 - Highly skilled public speaker and facilitator

- Proficiency with or willingness to learn a variety of web, email and communications platforms such as Weebly, Constant Contact, SLACK, Google Drive, Canva
- Demonstrated skills as an excellent connector, networker and people person
- Superb communication and interpersonal skills
- Experience with design thinking and graphic recording are a plus
- Strong organizational and time management skills
- Confident and enthusiastic traveler
- Experience with higher education or public school administration is desirable but not required

The Seven Personal Qualities, Habits and Mindsets of ALL L+Doers

Human-Centered - L+Doers *love* people. They are distinguished by their highly human and empathetic interactions with others. They seek to deeply understand their stakeholders and clients. They treat even the most challenging human as “a porcupine that needs a hug.” They have a healthy relationship with themselves and therefore can build constructive and collaborative relationships with others.

Visionary - L+Doers are optimists who envision a better future for teaching, learning and leading. They see how L+D can be a part of that better future and their work is focused on helping school leaders create that new future.

Adventurous - L+Doers see every project as a new adventure. They are willing to set out into the unknown and be explorers. They don’t need to be the person with all the right answers, but desire to be the person with lots of questions. They love (and I mean, LOVE) to travel. They see planes, trains and busses as opportunities to learn more about human beings and get new ideas.

Action-oriented Problem Solvers- L+Doers DO. They worry less about perfection but prefer action. They prototype, iterate and execute. And then they do that again. They ask for feedback along the way. They thrive on solving complex organizational and human challenges.

Highly Collaborative - L+Doers possess an improviser's mindset. They are highly egalitarian and can lead and follow seamlessly. They know how to detach from their own ideas and agenda and build on the ideas of others. They make their collaborators look and feel like rock stars.

Passionate + Internally Driven - L+Doers are fueled by their own passion for the work and this inner drive and passion means that collectively the work of any L+D team is dynamic. Because they feel so passionate about their work, L+Doers seek future projects relentlessly and they rarely say no to opportunities.

Fluent Communicators - L+Doers write and speak effectively, intentionally and authentically. They are also highly engaged listeners. They seek, receive and give feedback with team-mates and clients. They are good at being both direct and kind.

How to Apply:

If you see yourself as an L+Doer and think you could be a key participant in the growth of this exciting company, please send the following materials - ideally in ONE PDF document to ryan@leadershipanddesign.org by **April 1, 2019**. We will consider both the content and the design of your portfolio.

- 1) A "resume" that helps us to understand you as a human and professional. Include information or "stats" about your professional experiences, your accomplishments, specific examples of how you sustain yourself and grow as an individual. Please include one failure that you have learned from.
- 2) A photograph of an artifact that tells us something about who you are as a person and a short explanation (1 paragraph is fine) of this artifact and why you chose it.
- 3) Select one of the qualities of an L+Doer above and tell us why this particular quality resonates with you. This response will serve as a writing sample as well as a way for us to get to know you better. Maximum one page.
- 4) A sample of recent work that demonstrates your ability to facilitate a complex process and move a team through a task from start to finish. This sample may include text and visuals and should be no more than 5 pages.

We design experiences for the people who create the future of teaching and learning. Through our work we build capacity, create conversations and make connections. Our work is guided by our core values of people, collaboration, transformation, action and joy. Leadership+Design is a 501c3 organization. Leadership+Design is an equal opportunity employer.