

## Qualifications

The ideal Leadership Development Specialist is committed to creating transformational development experiences for clients and organizations. This individual knows and understands what it takes to create moments that matter in individual and in a group setting. They are comfortable managing their own calendar in a fast paced environment and is able to quickly transition from one activity to another. He/she uses their skills to coach clients with a variety of learning styles and can just as easily build relationships with line-level employees as with senior level executives. This person embodies our core value of 'continuous development' by always desiring to create transformational experiences more effectively, through individual learning, new technology, or applying data and analytics for optimal results.

The ideal Leadership Development specialist can quickly build rapport with individuals and can also manage dynamics in a group situation with ease. They are approachable, friendly, and a team player who can produce individual results, but also thrives by being challenged by team mates to make things better together. They care about the reputation of the company, and always represent their teammates with excellence in every possible way: responsive communication, professional presence, and organized execution. They are a master communicator; comfortable writing an email to a client or an article or blog for publication. Being ethical and honest comes naturally to this person.

The ideal candidate should be positive, confident, and passionate. Being empathetic and calm under pressure is just as important as being a straight shooter. This person should be highly relational, dynamic, collaborative, and motivated, as well as have a sense of humor. This Leadership Development Specialist understands the importance of being respectful, detail oriented, responsible, and driven.

## About the Job

The responsibilities of the Leadership Development Specialist include, but are not limited to, the following:

- Individual leadership and executive coaching
- Facilitation of leadership development content in a classroom, virtual, or one-on-one setting
- Providing executive coaching for clients
- Manage, track, report metrics for both personal and client performance
- Speaking and delivery of presentations to groups of all sizes
- Writing articles, blogs, training content, etc.
- Communicating both verbally and in writing with clients and the Leadership Resources team
- Assisting in identifying potential sales opportunities
- Understand and report client challenges, concerns, and at-risk status
- Represent Leadership Resources at community events

# Specifications

## Required

- 3 years of business experience
- 2 years of either corporate training experience in a formal setting OR 2 years of leadership coaching, either to internal employees or external clients
- Demonstrated ability to write professional communications
- Comfortable speaking in front of people, not only presenting ideas but also facilitating discussion
- Comfortable delivering services in-person, via conference call, or virtually

## Preferred

- 5 years of business experience
- 3 years of either corporate training experience in a formal setting OR 3 years of leadership coaching, either to internal employees or external clients
- Demonstrated ability to write articles, blogs, or other client-facing communications
- Demonstrated experience delivering training and development content in-person, via conference call, or virtually
- Formal leadership and coaching training
- 4 Year Degree

## Desired

- More than 5 years of business experience, including management/supervisory experience
- More than 3 years of corporate training and leadership coaching experience
- Demonstrated ability to write training documentation, curriculum, or other leadership development content
- Executive or leadership coaching certification
- 4 Year Degree or higher in business, management, organizational development, or similar

# Why join Leadership Resources?

Since 2003, Leadership Resources has been dedicated to promoting the importance of long-term leadership development for individuals and companies. We are a group of life-long learners, who are committed to the betterment of our clients, co-workers, and community. With a professional, but laid-back family atmosphere, Leadership Resources offers a generous paid time off policy, which reinforces the importance of families in our lives. As a small business, our group of close-knit team members, fully participate in all aspects of our business, and support one another in any way we can. Our team truly cares for one another and embraces a culture that reinforces our core values, which are:

- **Authenticity** – No guesswork necessary...consistent, respectful, and straightforward
- **Continuous Development** – Never settle for the status quo...have a thirst for learning and growing
- **Get \$#!t Done** – Be purposeful...take time to dream, and when it's time to make it rain, intentionally do the things that make it pour
- **Love What We Do** – Life's too short to be miserable! Smile and help those around you smile. Be contagious.
- **We're Better Together** – The sum of our individual efforts combined with our timely teamwork make us ROCK!