

Director of Programs & Events

Be a driving force behind community leadership development in Anne Arundel County!

Who We Are

Leadership Anne Arundel (LAA) is the Nexus of leadership in Anne Arundel County. As the premier leadership training and networking institute in Anne Arundel County, we empower diverse individuals with the education, resources, and connections they need to make a real impact. With over 1,800 graduates leading across the public, private, and nonprofit sectors, our community is built on collaboration, innovation, and service.

Your Role

We're looking for a **dynamic, organized, and forward-thinking leader** to serve as our **Director of Programs & Events**. You'll be the **engine behind our programs and events**, ensuring smooth execution, engaging learning experiences, and meaningful connections for our participants. Reporting to the President & CEO, you'll work closely with staff, board members, and community leaders to **design, coordinate, and elevate** LAA's programs. This is a full-time salaried exempt position.

What You'll Do

Program & Event Leadership

- Drive the momentum for **Flagship (FLG), Neighborhood Leadership Academy (NLA), and Alumni Forum programs**—from planning to execution.
- Work with LAA Staff and Alumni volunteers to develop **session content, agendas, and learning experiences** that keep LAA programs innovative and impactful.
- **Own the logistics**—from securing venues to coordinating volunteers, facilitators, speakers, and sponsors.
- Manage **candidate recruitment and selection** for leadership programs.
- Ensure every program and event is engaging, seamless, and **aligned with LAA's mission**.

Community & Member Engagement

- Cultivate relationships with LAA's **alumni, partners, and stakeholders** to strengthen engagement.
- Oversee alumni programming and develop new initiatives to **keep graduates connected**.
- Actively **promote LAA's mission, programs, and events** through community outreach.
- Provide content and insights for **marketing, social media, and email communications**.

Sponsorship & Collaboration

- Identify and secure **program sponsors and partnerships** to enhance resources.
- Ensure sponsors receive proper recognition and benefits.
- Stay ahead of **leadership trends** to keep LAA's programs competitive and relevant.

Evaluation & Innovation

- Develop **measurable goals and outcomes** for leadership programs.
 - Gather and analyze feedback to continually **improve and enhance** program effectiveness.
 - Embrace an **entrepreneurial mindset**—thinking ahead, problem-solving, and **always improving**.
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Who You Are

- ✓ A **mission-driven, motivated self-starter** with a passion for leadership development and community impact.
- ✓ A **master planner** who can juggle multiple projects with **precision and enthusiasm**.
- ✓ A **relationship-builder** who thrives on networking, engaging with leaders, and fostering partnerships.
- ✓ A **creative thinker** who brings new ideas and embraces innovation in program design.
- ✓ A **team player** who collaborates effectively while taking full ownership of responsibilities.

Preferred Experience:

- Background in **nonprofit management, education, event coordination, and/or leadership development**.
 - Experience in **program design, event management, marketing, and sponsorship development**.
 - Strong **communication and organizational skills**.
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What We Offer

- Annual Salary Range: \$55,000 - \$60,000 per year.
- A dynamic work environment—some remote flexibility, plus in-person team meetings session days and events.
- Flexible hours based on programming needs.
- A collaborative and mission-driven team.



- Employer contributions to a SIMPLE IRA retirement plan, Health benefits, Cell phone stipend and paid vacation time.
- The opportunity to **work alongside inspiring leaders and make a lasting impact!**

*This role requires occasional evening and weekend work for special events. This position requires the ability to stand for extended periods and occasionally lift and carry items up to 25 lbs. **Reliable transportation is a must!***

Join Us!

If you're ready to lead, innovate, and inspire, we want to hear from you!

 **Apply today** by sending your **resume and cover letter** to kvshock@leadershipaa.org

 **Mail:** PO Box 6190, Annapolis, MD 21401

 **Phone:** 410-571-9798 |  **Website:** www.leadershipaa.org

Leadership Anne Arundel is an equal opportunity employer.
