

**Great Community ABC &
Rebecca Schueller Training & Consulting Present:
The Executive Director's Tool Kit:
Practical Skills to Build Leadership Capacity
A Two-Day Training (9:00 am-4:30 pm both days)**

Workshop Description: Most Executive Directors are mission-driven individuals who care deeply about their communities and work long hours. Yet, even when supported by strong Boards, the position is stressful and can be short-lived. Some organizations transition their Executive Director every three to five years. This workshop provides Executive Directors with practical knowledge & skills to support resiliency and capacity. *Please note:* This training is not compliance-focused.

- Develop strategies to manage this essential, high impact leadership role for your organization
- Gain confidence handling the constant deadlines and decisions inherent in a role where EVERYTHING feels important
- Build your capacity to explain your organization's impact by learning about the new "Charting Impact" movement endorsed by the Independent Sector, Guide Star, and the BBB Wise Giving Alliance
- Analyze your agency's triumvirate of mission, impact, & sustainability to determine where performance is strong and where it may need to improve
- Review your strategic partnerships and consider if you are maximizing the potential of your collaborations to achieve collective impact
- Discuss your agency's strategic plan implementation and what's required to move forward on goals and action steps
- Does your agency currently have a board/CEO designed alliance? Analyze the board/ED division of labor
- Review and discuss a format for the annual Executive Director evaluation that is useful to both the Executive Director and the Board
- Develop capacity to lead your board members through an annual assessment of their own performance and a plan for their professional development
- Use your Executive Committee and other Board Committees to their full potential
- Learn basic principles and values for supervising other staff, handling probationary period reviews and annual evaluations, and tackling the dreaded "working with difficult people" conversations
- Discuss effective formats for board meetings, electronic decisions, and recording decisions
- Build skills to effectively plan your organizational annual calendar in a way that fosters staff and volunteer engagement
- Learn pain-free methods to build and maintain relationships with your individual donors and funders
- Create your own professional support network with other Directors
- Develop your strategy for personal and professional self-renewal

Intended Audience: This workshop is designed primarily for those new to their role as nonprofit Executive Directors (within the past 2-3 years) and for program managers and senior staff who may be considering a Director role in the future. Current Executive Directors who want to "add to their tool kits" and Executive Directors who are transitioning into the nonprofit sector are welcome.

About Your Trainer

Owner and principal consultant Rebecca (Becky) Schueller has three decades of experience working with national, urban and rural nonprofits, community groups, tribal organizations and small businesses. In addition to 25+ years of management and leadership experience with nonprofits, Becky has served multiple community agencies in Chicago and the Bemidji area in Board, committee, and consultant and training roles. Becky brings a perspective to this training informed by her experience as a nonprofit board member, board chair, and as an Executive Director.

In 2018-19, Becky served as the Continuum of Care Coordinator for 12 counties in Northwest Minnesota, assisting with allocation of HUD funding for housing and homeless services. In 2018, Becky trained new grant writers and grants management staff for Leech Lake Tribal Development. Becky served as Executive Director for Evergreen Youth & Family Services in Bemidji for nearly 16 years (2001-2017). Evergreen's \$1 Million budget more than doubled during Becky's tenure and the staff grew from 20+ to 40+ members. After relocating to Minnesota in 1998, Becky developed the first *Catalog of Philanthropy* for the Northwest Minnesota Foundation, served as a Business Development Specialist for the Native American Business Development Center and worked for the Midwest Alliance of Sovereign Tribes in Cass Lake.

About Rebecca Schueller Training & Consulting

Rebecca Schueller Training & Consulting delivers services designed to support staff and board members in nonprofits/tribes/cities/counties/ and small businesses working to create community impact develop well functioning work environments. Services help Boards of Directors, CEOs and staff build on existing strengths and make needed changes to advance their work. Becky can help your organization create a board/CEO partnership, develop supervisor-staff designed alliances, conduct meaningful strategic & program planning, build stakeholder investment in your organization and explore new approaches and resources. When your organization faces challenges (or new opportunities), ask Becky for advice.

Professional Endorsements

*Becky adhered to a team model and encouraged healthy debate and consensual decision-making among the board of directors, Management Team, and program staff. She cultivated her colleagues' strengths and delegated tasks to achieve great outcomes. She directed our organization with transparency and high professional standards. **Bob Enger, Evergreen YFS Board Chair & Supervising Attorney, NW Minn. Legal Services***
Mary Auger, Evergreen YFS Immediate Past Board Chair & Community Representative

It was an honor to work for Evergreen and to have Becky as my supervisor. Becky met with me weekly to encourage my growth and to help me effectively manage the Recovery House Program. She had a way of giving me the confidence to management difficult circumstance. As a result, I was able to undertake and accomplish issues that initially seemed daunting.
Randy McKain, M.Ed., L.S.M., Program Director of Addictions Counseling & Youth Ministry, Oak Hills Christian College

❖ **Rebecca Schueller Training & Consulting, LLC** ❖

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