

Swedish Cultural Center

Board Meeting Brainstorm re: Executive Director Position Description

June 9, 2010 rev August 6, 2010

I. Experience/Expertise

- Hospitality Industry (F&B) (1)
- Facilities Management (including managing staff) (2)
- Growing a business (3)
- Budget development/financial management (including metrics) (4)
- Operations Management
- Working with Swedes/Scandinavians
- Volunteer management
- Community Relations
- Management
- Non-profit Management
- Experience in networking (relationship management)

II. Skills

- Staff supervision/motivation {including leadership for Board and volunteers} (1) (possible tie with 2)
- Financial Analysis (2) (possible tie with 1)
- Project management (3 tie)
- G.I.D. (*get it done* i.e. gets things done) (3 tie)
- IT (information Technology/Information Systems) {knowledgeable about tech trends/tech savvy}

III. Attributes

- Efficient (1) [REDACTED]
- Team builder (2)
- Problem solver (3) [REDACTED] Communications/leadership
- Organized [REDACTED]
- Operations or hospitality in DNA
- Nimble
- Entrepreneurial B [REDACTED]
- Has Scando/Swedish background or affinity for it (bonus points for *äkta Svensk*)
- Cares about mission and legacy in the community
- Communicator (sets expectations) [REDACTED] Communications/leadership
- Clear communicator [REDACTED] Communications/leadership
- Good speaker/public face for SCC [REDACTED] Communications/leadership
- Gets things done [REDACTED]
- Leader [REDACTED] Communications/leadership
- Networker [REDACTED]

- Hands-on (but not too hands on)
- Sense of humor
- Trustworthy/builds confidence
- Committed/long-term

NOTE: organize above into three categories: A. organizational B. Entrepreneurial C. Communications/leadership

IV. Activities (responsibilities)

- Business skills/fiscal management/risk management (1)
- Oversees operations (manager) and staff supervision (leadership) (2)
- Strategic business planning (3)
- Sales/marketing (facilities rentals) (4)
- Mission Related Compliance/fulfillment (cares about mission of SCC) (501(c)3/non-profit/ngo management)
- Facility management
- F&B Management
- Manages relationship with caterer (vendor relations management)

V. Miscellaneous notes:

- Position to be described as Executive Director/General Manager/Business Manager to cast the widest net

VI. Strategic Planning Meeting Discussion Topics

- Is SCC a business/club or a non-profit? Or a combination?
- Look at new vision statement and how that interfaces with needs for leader in this position
- Possible models: Look at Talarus Conference Center, Sleeping Lady, and Clover Park Vocational Center (Tacoma) for job description model (Eric Stevens)