



# President and CEO

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## Position Profile

### Introduction to Columbus Metropolitan Club

Columbus Metropolitan Club (CMC) connects people and ideas through community conversation. Founded by a group of visionary women in 1976, CMC has been a convening force for Central Ohio leaders for nearly half a century. Driven by shared values of intellectual curiosity, diversity and inclusion, civility, relevance, openness, and community engagement, nearly 1,500 CMC members rely on the organization for trustworthy news and information, thought-provoking community conversations, and unparalleled networking opportunities.

CMC presents weekly town hall-style forums where engaged citizens hear from speakers on a variety of newsworthy, relevant topics of community interest. Coordinated by a dynamic team of four staff members, these weekly gatherings bring together Central Ohio's most influential leaders for non-partisan, civil conversation.



With a committed board and experienced staff, CMC has attained levels of visibility and esteem that are matched by few organizations in the region. Columbus Metropolitan Club has always been, and will always be, open to all—a safe space that celebrates diversity in people, experiences, and ideas.

### The Opportunity

Columbus Metropolitan Club seeks a visionary leader to build on decades of success and advance the organization's mission of connecting people and ideas through community conversation. The incoming President and CEO will bring an innovative approach to curate forums and other programs that spotlight timely, relevant, critical—and sometimes controversial—issues in the community. As such, they will need to understand the importance of spirited debate and remain open to learning and promoting points of view different from their own.

The incoming President and CEO will be genuine and persuasive communicator, with an eye toward creativity and collaboration. The incoming President and CEO will bring – or quickly gain – an understanding of the community and the political, business, academic, and nonprofit forces that make Columbus a vibrant place to live. In this position, they will be the leader of one of the most visible, most respected organizations in the city. As such, the President and CEO has the profound opportunity and obligation to convene and create civil discourse that builds community and educates the public.



In this divided political age, the work of CMC is more urgent than ever. CMC was among the first adopters of virtual engagements during the COVID-19 pandemic. It has attracted a loyal following of virtual and in-person participants in its weekly forums. Since the COVID-19 pandemic, CMC has returned to in-person gatherings attracting nearly 200 stakeholders weekly, while maintaining a substantial virtual crowd. As the President and CEO, they will build on these successes to expand membership and broaden the ways in which the organization engages the public.

## Key Position Functions

The President and CEO, reporting to the Board of Trustees, oversees day-to-day operations of the organization and a team of three individuals who, together, produce weekly forums and other programs that reach thousands of Central Ohio leaders each year. The President and CEO will:

- provide vision and articulate a direction for Columbus Metropolitan Club's future, in partnership with the organization's Board of Trustees;
- build on the organization's reputation as a leading convener of civil discourse in Central Ohio to grow membership and innovate program delivery to reach larger, broader, and more diverse audiences;
- attract and retain sponsors to invest in the organization's mission;
- demonstrate a passion for and knowledge of the organization's mission and provide strong leadership to staff;
- understand and implement best practices for nonprofit management to support the long-term financial health of the organization; and
- affirm the organization as the sought-after source of information about key community issues and opportunities.

## Community Relations and Convening

Build and nurture connections with CMC members, sponsors, and Columbus leaders; represent the organization at events and through services to elevate the visibility of CMC; build and execute an earned media strategy; and serve as official media spokesperson for CMC.

## Leadership and Board Governance

Coordinate, guide, and support the efforts of the Board of Trustees and organization committees, including Leadership, Governance, Finance, Program, Membership and Resource Development; prepare and present monthly reports as required; ensure compliance with CMC guidelines, code of regulations and board policies; plan and conduct an Annual Meeting; work with CMC staff and board to plan special events including, but not limited to, board alumni engagement events and an annual media appreciation event; and work with the Leadership Committee to identify, recruit, and orient new board members.

## Vision and Strategy

Develop and articulate a vision and strategy for CMC's future and mission; seek and understand input and objectives of the board, staff, membership, and other key stakeholders; develop, in partnership with the Board of Trustees, strategic and operating plans; ensure plans and activities align with the overall strategy; and use a lens that prioritizes diversity, equity, inclusion, and access.



## **Program Oversight**

Work with the Vice President of Programming and Program Committee to develop the program calendar; attract best-in-class leaders to participate in weekly forums and CMC events; and monitor local, regional, and national news for potential topic development.

## **Resource Development and Sponsorships**

Work closely with the Vice President of Member and Sponsor Relations to identify and solicit sponsors; steward potential and current sponsors; supervise sponsorship benefits, including delivery and invoicing; attend and support execution of sponsor engagement events; work with the Resource Development Committee to identify opportunities to raise money through key initiatives, including Legacy in Civic Engagement Funds, Lifetime Memberships, Founders Fund contributions, and other fundraising campaigns; steward Legacy in Civic Engagement Fund Donors; support the Board Chair in soliciting annual contributions to the Founders Fund; and conduct an annual giving campaign.

## **Financial Management**

Oversee the financial health of the organization including financial operations, cash flow, and budget alignment; report to and support the Finance Committee; coordinate with the external accounting firm on the preparation of the annual audit and 990; monitor investments and enter changes in QuickBooks; work with the Financial Assistant to reconcile the checking account each month; and prepare annual budget.

## **Qualifications**

### **Competencies and Attributes for Success:**

- Communicates Effectively
- Growth Mindset
- Persuasive
- Builds Networks
- Collaborates
- Business Insight
- Organizational Savvy
- Creativity and Innovation
- Drives Vision and Purpose
- Drives Inclusive Engagement
- Global Perspective
- Interpersonal Savvy
- Manages Complexity
- Nimble Learner
- Public Service Motivation
- Values Differences

### **Required Qualifications:**

- Bachelor's degree in journalism, communications, or related discipline or equivalent knowledge and experience
- Proven ability to lead high-performing teams
- Demonstrated commitment to diversity, equity, and inclusion
- Comfort operating in a leadership role with a high degree of visibility



### **Technical Expertise and Knowledge:**

- Nonprofit or business management
- Journalism, public relations, and/or marketing
- Strategic planning and implementation

### **Desired Qualifications:**

- Fundraising or sales experience
- Experience with volunteer leadership, board governance, and nonprofit leadership

## Compensation

Salary range: \$120,000-\$150,000, commensurate with experience

## Columbus Metropolitan Club Leadership

The Columbus Metropolitan Club Board of Trustees comprises the following individuals:

**Kelly Atkinson, *Chair***

Barnes & Thornburg LLP

**Deb Hackathorn, *Vice Chair***

CivicPoint, c/o Frost Brown Todd LLC

**Ellen Bloch, *Treasurer & Finance Committee Chair***

Vertiv

**Kristen Easterday, *Secretary***

Columbus Regional Airport Authority

**Steven Marks, *Past-Chair & Leadership Committee Chair***

Hannah News Service, Inc.

**Matt Barnes**

WCMH-TV NBC4

**Toni Bell**

Phoenix Consulting Co.

**Doug Buchanan, *Program Committee Chair***

Columbus Business First

**Tommy Harman**

Deloitte & Touche LLP

**Josh Harrison, *Governance Committee Chair***

Improving

**Níel M. Jurist**

Mid-Ohio Regional Planning Commission

**Marie-Joëlle C. Khouzam**

Bricker & Eckler LLP

**Liz Mote, *Member & Sponsor Relations Committee Chair***

Mote Law Firm, LLC

**Anthony McIntosh, *DEI Committee Chair***

UpRys

**Stephen C. Myers**

The Ohio State University

**Amelia Robinson**

The Columbus Dispatch

**Eddie Pauline**

BioOhio

**Carey R. Schmitt, *Resource Development Committee Chair***

Plentiful

**Stephen White**

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## To Apply

Benefactor Group is pleased to assist Columbus Metropolitan Club with this executive search. All applications will be reviewed as they are received and are considered highly confidential. Given CMC's commitment to creating a safe space that celebrates diversity in people, experiences, and ideas, the search committee strongly encourages applicants from groups that are historically underrepresented in leadership positions. To be considered for this position, please send a cover letter and resume to:

**Benefactor Group Recruitment Team**

[HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

<http://www.benefactorgroup.com>

To learn more about Columbus Metropolitan Club, please visit <https://columbusmetroclub.org/>