



Position Specification

LEADERSHIP PITTSBURGH INC.

President & CEO

April 2026

CONFIDENTIAL POSITION SPECIFICATION

Position	President & CEO
Location	Pittsburgh, Pennsylvania
Reporting Relationship	Board of Directors
Website	https://lpinc.org/

POSITION OVERVIEW

Leadership Pittsburgh Inc. (LPInc.) is an independent nonprofit organization dedicated to developing a diverse group of leaders to serve Southwestern Pennsylvania. For individuals who are poised to advance to their next level of community impact, LPInc. amplifies leaders' unique potential through expert-level leadership tools, community connections, and an influential community of support. To achieve our mission, LPInc. produces programming, partnerships, and connections through cohort-based programs, executive networking, nonprofit board matching, and a robust, cross-disciplinary, multi-generational alumni network. Selection-based programs include Leadership Pittsburgh, Leadership Development Initiative, and the Community Leadership Course for Veterans™. Programs address critical and timely regional topics, foster collaboration between the business and the civic sector, and position leaders as catalysts for positive change.

HISTORY OF LEADERSHIP PITTSBURGH

Founded in 1983, Leadership Pittsburgh Inc. emerged from a deep belief in the promise of the Pittsburgh region. Community leaders, affiliated with the Pittsburgh Chamber of Commerce, envisioned a program that would enhance the quality of regional leadership by fostering awareness of community issues. Thus, the Leadership Pittsburgh (LP) program was born.

In the 1990s, we expanded our offerings by introducing the Leadership Development Initiative (LDI) as a companion program to Leadership Pittsburgh (LP). LDI focused on equipping emerging leaders with the knowledge, skills, and networks necessary to drive positive change in the community. Additionally, we developed Leadership OnBoard (LOB) to facilitate board placements for high-performing professionals, recognizing the importance of nurturing the next generation of board leaders.

In 1996, Leadership Pittsburgh Inc. gained independent corporation status, solidifying our commitment to serving the community. We strengthened a programming partnership with the Allegheny Conference on Community Development, which allowed us to introduce new initiatives, including the Executive Welcome program. Notably, we introduced TEDx conferences to the regional changemaker community in 2009 and 2011, as well as the Unboxed:

Edges of Learning ideas conference in 2014, further expanding our impact. Continuing our commitment to transformative leadership, we introduced the Community Leadership Course for Veterans™ (CLCV™) to leverage the untapped potential of current or former military servicemembers. This program aims to connect veterans with new leadership networks and opportunities for service in Southwestern Pennsylvania. Since 2018 we have been partnering with the Harvard Business School to send ten regional leaders to their prestigious Young American Leaders Program (YALP) each June.

LPInc.'s current program offerings include:

Leadership Pittsburgh (LP) - The flagship, highly-selective program for established, executive-level leaders seeking to drive meaningful impact through civic and community engagement.

Leadership Development Initiative (LDI) - A program for high-performing professionals looking to advance their careers and communities.

Community Leadership Course for Veterans (CLCV™) - A program for current or former military service members in the region, which aims to support the betterment of the region while connecting them with each other and other civilian leadership/service opportunities.

Alumni Programming - Beginning in 2025, LPInc. introduced a yearly series of programs for its 3,500+ alumni network.

KEY RESPONSIBILITIES

Reporting to the Board of Directors and managing a small team of 5-7 employees, the President & CEO is an ideal role for a professional who is eager to advance the long-term strategy of a successful organization that is committed to the region through the development and connection of professionals to each other and to the community's needs and opportunities.

The President & CEO will:

- Develop long-term and short-term plans with supporting objectives and metrics in conjunction with the Board of Directors.
- Oversee LPInc. budgeting and financial activities to fund operations and ensure efficiency.
- Analyze LPInc.'s performance to plan and budget and initiate actions to ensure objectives are achieved.

- Lead the vision for programming, shape relevant curricula, and oversee programming execution, evaluation, and evolution. This includes setting the framework for each of the core sessions as well developing specific syllabuses for each session.
- Provide timely and accurate information to the Board of Directors.
- Execute the policies of the Board of Directors.
- Develop an annual funding plan and oversee implementation of key fundraising activities (grant proposals, corporate and direct public support).
- Build alliances and partnerships to drive LPInc.'s growth and program success.
- Promote LPInc. with businesses, clients, the media, and potential funders in conjunction with the Board of Directors.
- Actively guide and participate in the recruitment of class participants.
- Inclusively bring together people from all walks of life, with divergent viewpoints and beliefs, with a commitment to diversity, equity, and inclusion in every facet of the organization.
- Define LPInc.'s operational processes and policies.
- Define program policies and procedures.
- Establish organizational structure, functions and reporting relationships.
- Interview, hire, coach, develop, evaluate, reward and discharge staff.
- Oversee development and implementation of PR and marketing plans.
- Oversee establishment of effective communication vehicles to build awareness of and promote LPInc.
- Handle escalated client, stakeholder, partner, etc., issues that may involve dissatisfaction.
- Be a visible ambassador for LPInc. in the community.

PROFESSIONAL EXPERIENCE /COMPETENCIES

- ***Building Community Relations:*** Represents the organization to the community and the community's interests to the organization fairly, accurately and regularly; moves adeptly in complex political and social circles; builds rapport with key players; maintains an appropriate balance between cooperating and competing with other organizations; facilitates cooperation between private for-profit, not-for-profit and public sectors.
- ***Building Alliances:*** Seeks out and negotiates strategic, win-win partnerships; shares expertise with others and is willing to give as well as receive to build partnerships; encourages cooperation and collaboration with other organizations; cultivates future support by proactively developing personal relationships; seeks ways to improve services and/or reduce costs through cooperative efforts; is open to alternative ways to partner.

- ***Business Awareness:*** Demonstrates a clear understanding of how businesses work; possesses a current knowledge of existing and emerging competitors, demonstrates extensive knowledge of industry; keeps abreast of relevant business trends; understands how the organization functions, interfaces and adds value.
- ***Decision Making and Problem Solving:*** Spots issues, problems, or opportunities and recognizes when action is needed; actively gathers information to ensure complete understanding of issues, problems and opportunities; evaluates choices by considering implications and consequences and selects the best option; avoids over- or under-analysis; consistently follows-through on decisions, even unpopular or difficult ones.
- ***Delegation:*** Constantly looks for opportunities to appropriately delegate both routine and unique tasks and decisions; delegates both responsibility and authority to enable others to take action; establishes appropriate follow up mechanisms to ensure successful completion of delegated responsibilities; avoids micromanaging or abdicating; provides appropriate coaching when delegating to set employees up for success.
- ***Developing Others:*** Promotes the development of others' skills and abilities so they can fulfill current or future job responsibilities more effectively; helps others identify areas for development and set specific development goals; provides developmental tasks and assignments; conducts regular development discussions; removes barriers to enable follow through on development plans.
- ***Drive for Results:*** Pushes self and others to achieve results; consistently meets and exceeds goals; demonstrates a sense of urgency in both routine and difficult situations; persists despite obstacles, challenges and resistance; focuses time and efforts of self and others on high payoff tasks.
- ***Ensuring Board Effectiveness:*** Clarifies governance issues versus management responsibilities; informs the Board with no hidden agendas or hiding of bad news; runs the business; involves the Board in setting direction; supports the Board in carrying out their roles.
- ***Evaluating Efforts and Results:*** Knows what to measure and how to measure it; defines both quantitative and qualitative measures of the organization's success; establishes effective processes for storing, retrieving and updating information to support the organization's functioning; documents and evaluates results and uses data for improvement if needed; communicates results effectively to internal and external audiences.

- ***Funding Procurement:*** Has a funding plan that sets realistic but aggressive goals supported with short-term and long-term strategies for obtaining the appropriate mix of needed resources; possesses good fundraising acumen, keeping abreast of current and emerging policies, practices and trends in fundraising; monitors and effectively manages fundraising costs; plans and tracks targeted donors, keeping them informed and involved with progress, and expresses appropriate gratitude and responsiveness; maintains an effective network of fundraising mentors and advisors to assist with resource development; engenders the trust and respect of donors and those heading key public and private sources of support.
- ***Initiative:*** Takes appropriate action without being told: takes immediate action when faced with a problem; implements new ideas and addresses problems without prompting; takes action that goes above and beyond job requirements in order to achieve objectives; anticipates potential problems or opportunities and makes contingency plans.
- ***Integrity:*** Accepts responsibility for own actions and events, even when mistakes have been made; avoids taking credit for others' work and shares credit with others when deserved; demonstrates concern for how personal values and beliefs are shown through on the job behavior; does not compromise principles, even if detrimental to own goals; practices what he/she preaches with actions matching words.
- ***Leading Through Vision:*** Develops and vividly describes a compelling vision, inspiring others to follow their lead; talks about future states and possibilities in ways others can understand and believe in; champions radically different ideas and is viewed as a thought leader; uses the vision as a reference point for conducting day-to-day activities; helps others see the linkages between the organization's vision, values, systems and processes.
- ***Managerial Courage:*** Willing to take tough, unpopular stands, and take the heat in controversial situations; faces up to and addresses problems and mistakes quickly and directly; doesn't shy away from disagreement or conflict; is comfortable going it alone; provides timely, specific corrective feedback to others.
- ***Perspective:*** Looks toward the broadest possible view of an issue or challenge; looks beyond current functional area to understand how other functions operate and interface; takes a systems approach to problem solving and decision making, considering broadest implications; is aware of trends affecting his/her business and organization; understands how businesses work.
- ***Planning and Prioritizing:*** Creates and uses written plans with specific goals and target dates to complete tasks or projects in a timely way while maintaining quality and cost requirements; identifies most and least important assignments and adjusts

priorities when needed; anticipates obstacles and plans for contingencies in getting work completed; makes effective choices when faced with competing priorities; keeps non-critical issues and distractions from interfering with work completion.

- ***Respecting Diversity:*** Accepts individual differences and is comfortable working with others who are different; attempts to understand others' behavior in the context of culture, values, and background; creates an inclusive work climate by actively involving others, expressing the value of differences, and providing specific examples of how individual differences add value to work; avoids stereotyping or making assumptions based on appearance or manner of communication; immediately addresses intolerant or offensive behaviors, jokes, or comments.
- ***Tolerance of Ambiguity:*** Sees change as an opportunity, looking for positives; remains calm and unflustered in new or unfamiliar situations; maintains focus and productivity in unstructured, changing environments; demonstrates patience when information is not forthcoming; postpones decisions until sufficient information is known, seeks out reliable information and avoids making assumptions or embracing rumors.
- ***Understanding Public Policy:*** Understands the public policy making processes; builds coalitions and articulates opinions to shape public policies that are beneficial to the organization and those it serves; engenders the trust and respect of policy makers; forges and cultivates relationships with major government entities, legislative representatives and special interest groups.

EDUCATION

Bachelor's Degree in a related field - required; Master's Degree - highly preferred. Minimum 7+ years of experience in leadership positions and a track record of civic engagement.

PERSONAL ATTRIBUTES

- Smart, sophisticated, engaged, caring, energetic, driven for success.
- Vision to identify future opportunities and needs in order to further the organization's impact on the community.
- Have presence of mind and quick decision-making abilities.
- Have an innovative and entrepreneurial spirit.
- Ability to promote a positive atmosphere.

- Strong results orientation, i.e., on time with quality including appropriate sense of urgency and proactive approach.
- Understand the difference between governance and management.
- Strong management and team-building skills to motivate top talent and to generate confidence and respect from all levels of the organization.
- Comfortable in a hands-on as well as in a strategic role.
- Strong organizational, operational, and financial skills.
- Comfortable speaking in public and with diverse audiences.
- Successful at networking and asking for financial commitments to maintain an organization's financial viability.
- Ability to engage and align a multitude of partners from varying backgrounds with different perspectives and objectives in order to advance a common vision.
- Ability to switch between environments and activities without losing speed.
- Ability to adapt to a dynamic, fast-paced environment.
- Long-term strategic view without losing the ability to act tactically.
- A bridge-builder who understands the importance of "team" as foundational to leadership.
- A passion for the region and a commitment to helping others grow and become leaders in the community.
- Sense of humor.

K&A CONTACTS

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