

CORE COMPETENCIES MODEL HJS DIRECTOR

Core Competencies are behaviors, talents, skills, abilities, knowledge, personal characteristics and experiences that will be used as a model in the recruitment and selection of the next Director of Hudson Job Search.

Core Competencies are not a “job description”. They do not define the Director’s responsibilities and duties; they strongly influence *how* the individual performs his/her responsibilities and duties.

These are not prioritized.

1. Availability: available and reachable, often in evenings, on weekends and holidays. Includes contact (face-to-face, e-mail, phone ... as appropriate) with Advisors, new clients and potential clients, existing clients, community resources ... Monday night meetings ... Saturday Advisors meetings. Arranges competent coverage during absences: vacation, etc.
2. Communications: to include:
 - Verbal skills both interpersonally and with groups (small to large). Includes presentations (formal and informal) to community, civic, church groups.
 - Listening and interviewing skills.
 - Skilled facilitator ... leading meetings.
 - Talented in dealing with media.
 - Written skills ... to HJS advisors, community and church groups, media, etc.
 - Ability to tell people “no” gracefully, diplomatically.
3. Hudson-Grounded: Hudson resident ... well-known and holds positive reputation in the community ... active member of a Hudson church ... involved in community activities, service organizations, community groups ... Well-connected with individuals and organizations who may provide financial and other support.
4. Leadership & Management: ability to guide and achieve goals and tasks through others: one-to-one leadership and team/group leadership. To include:
 - Planning and Organization - establish outcome goals for self and others, organize people and other resources, and monitor results.
 - Sets “vision” for HJS and looks toward the future of the organization while simultaneously addressing current challenges and opportunities.
 - Judgement re: recruiting, selecting, training advisors.
 - Able to direct, motivate, delegate, empower, hold accountable advisors and to replace ineffective advisors.
 - Financial understanding and financial management ... preferably in not-for-profit sector.
 - Skill in interviewing potential clients by telephone ... matching with appropriate advisor.

- Leadership background - in business or elsewhere.
 - Servant Leadership style.
5. Personal Characteristics, Temperament, Attitude: To include:
- Ethical ... possessing highest degree of integrity
 - Empathy / Sensitivity - empathizes with individuals and demonstrates concern for others, responding sensitively and with caring but remains objective, decisive and keeps broad prospective.
 - Supportive of Advisors and appreciative of their efforts; acknowledges and recognizes their work.
 - Good sense of humor.
 - Inquiring, “youthful” mind: open to new, evolving trends, ideas re: technology, social & industry trends, etc. vs. staying bogged down into the past & “traditional” thinking.
 - Strong Christian beliefs and active church member.
 - Professional and dignified demeanor.
 - Relates to people easily at any level.
 - Discreet knows when and to whom to speak; keeps confidences.