

# **Universal Skill Sets for ADHA Leadership Roles**

## **Skill Sets for ADHA Leadership Roles**

- Being an effective leader at the ADHA level means you will need to grow and develop your leadership skill sets. Leaders learn as they progress on their pathway to leadership. Successful leaders will need to have many of the listed skill sets.

## **Effective Leaders Demonstrate:**

- Working knowledge of the ADHA mission, goals, and strategic plan
- Capacity to embrace and manage change
- Integrity in all interpersonal actions
- A results-oriented attitude
- Understanding of general principles of not-for profit fiscal management and governance
- Adherence to fiduciary responsibilities
- Teamwork, creativity, collaboration among peers with different needs and interest
- Inspiration of shared vision for the future of ADHA
- Objectivity in prioritizing and directing Association resources consistent with the strategic plan
- Willingness to foster inclusion and embrace diversity
- Respect for the board/staff partnership and willingness to collaborate on a regular basis
- Receptiveness to feedback
- Ability to align and build commitments
- Capacity to have difficult conversation
- Active listening
- Ability to think strategically to guide the association into the future
- Ability to operate as a team player
- Organizational skills

## **Individuals seeking a leadership role will also need:**

- Personal/professional support from family and employer
- Employment flexibility
- Self-awareness of strengths and weaknesses as well as gaps in leadership skill sets
- Willingness to learn from experience and then apply that to new situations
- Good oral and written communication skills
- Confidence and knowledge in working in a virtual environment
- Comfort speaking with large and small audiences