



**“Accidental Leadership”
Lessons Learned While Serving
in an Unexpected New Role**

November 13, 2019

Welcome!

- Currently serves as the Director of Development for SpiriTrust Lutheran
- Served in multiple interim leadership roles
- 13 years in philanthropy
- Community involvement: United Way Emerging Leader Society, York Day Nursery Board of Directors, Senior Care Development Network Board of Directors, Pappus House Development Committee, Rotary Club of York member, Leadership York Leadership Training Program graduate (2013)

Your Takeaways from Today

- Your first steps when you are now leading a new project, a team, or a whole department
- The importance of building your own personal ‘board of directors’
- Resources available to help you succeed

Welcome!

- Who's in the midst of a transition?

First Things First

- Shift your mindset
- Leaders must transition from being responsible FOR the job, to being responsible for the PEOPLE who are responsible for the job – Simon Sinek

Develop the Vision

- Your team will look to YOU to guide the next few weeks or months during the transition period

Develop the Vision

- In coordination with leadership develop the vision
- Leaders aren't available? Work with your team and set stretch goals

Identify Your “Big Rocks”

- <https://www.youtube.com/watch?v=oKePZxqPRu8>

Next Steps

- After you have identified your “Big Rocks” evaluate the team’s skills
- What skills do you need to get there?

It's Okay to Say No

- Your team may decide that to take on these “Big Rocks” some items may have to be put on hold
- And that's okay!

Communication

- What types of communications
- Increase your communications
- Gives them confidence and gives YOU an opportunity to learn from them
- Ask for advice

Case Study #1

- At previous employer, we had to exceed a visit goal by the end of the fiscal year
- I was asked to take the lead and create a plan to achieve the goal
 - » 150 visits by year end
- I engaged someone who could help be a “door opener”
 - » I selected someone who had name recognition and respect to help schedule appointments

Case Study #1 – What I Learned

- I would not have been successful on my own
- Shifted some of my responsibilities to a peer
- This opportunity showcased my skills and led to a promotion

Create Your Personal Vision

- You are in a career-building time
- What do you hope to gain?
- What resources do you need to help you get there?

Case Study #2

- In the midst of a special gifts project
- An annual campaign put on hold
- Manage UP!

Case Study #2 – What I Learned

- Testing the waters in a new role
- Importance of managing up
- Increased communication
- Saying No

Case Study #3

- I had the opportunity to lead the team during an interim period
- Education
- We set our “Big Rocks” – a campaign in Franklin County
- We involved more board & committee members in our work

Don't Let This Happen



Importance of Self-Care

- Work place burnout causes depression, weight gain, insomnia
- Set boundaries – and stick to them
- Decompress! Yoga, exercise, reading, etc.

Bumps in the Road

- Other community resources can offer support
- Consult your ‘personal’ board of directors
 - Brene Brown refers to them as “Your Square Squad”



Thank You!

November 13, 2019