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HOW TO BUILD A CORE LEADERSHIP TEAM THAT SCALES WITH YOU

A Leader's Guide to Unlocking Sustainable Growth

<u>Introduction</u>

Leadership can be overwhelming, but it doesn't have to be. By building a core leadership team, you can focus on the big picture while maintaining operational excellence. This guide will show you how the right team—Leader, Program Manager, and Executive Assistant (EA)—can transform your ability to lead, grow, and scale responsibly.

<u>What Is a Core Leadership Team?</u>

The Core Leadership Team is your secret weapon for sustainable growth. Each member plays a critical role in maximizing your capacity and impact:

1. Leader (You):
   - Visionary and decision-maker.
   - Focuses on high-level strategy, relationships, and long-term goals.
2. Program Manager (PM):
   - Oversees operations, team workflows, and project execution.
   - Bridges communication between departments and ensures alignment on priorities.
3. Executive Assistant (EA):
   - Manages administrative tasks, communications, and scheduling.
   - Anticipates your needs and ensures the details are handled so you can lead.

Together, this trifecta ensures that no detail is overlooked, no bottleneck stalls progress, and your vision becomes reality.

<u>Why This Team Structure Works</u>

- Scales Your Leadership: Frees you from day-to-day tasks to focus on strategy and growth.
- Streamlines Decision-Making: Clear roles reduce overwhelm and create alignment across the team.
- Prevents Burnout: Delegation protects your energy for what matters most.
- Drives Impact: Each member ensures the mission is executed with precision and care.

> ### *Trying to do it all is the fastest way to burn out.*
>
> Many leaders hesitate to delegate because:
> - They fear losing control.
> - They think it's faster to do it themselves.
> - They don't trust their team to deliver.
>
> The Fix:
> - Start small: Delegate one recurring task this week.
> - Build trust by providing clear instructions and feedback.
> - Shift your mindset—letting go is the first step toward scaling.

How to Start Building Your Core Team
Here's a step-by-step plan to get started:

Step 1: Conduct a Time Audit
- Track your daily tasks for one week.
- Highlight tasks that:
  - Drain your energy.
  - Take you away from strategy.
  - Could easily be handled by someone else.

Step 2: Define Your Ideal EA
- Look for a candidate who is proactive, detail-oriented, and tech-savvy.
- Start by delegating recurring tasks like email management, scheduling, and SOP documentation.

Step 3: Introduce a Program Manager
- Once your EA is established, hire a PM to handle complex workflows, oversee operations, and coordinate between you and your team.
- Use tools like Notion or Asana to create visibility for projects and workflows.

Step 4: Build Trust and Communication
- Set clear expectations and communicate your vision.
- Schedule regular check-ins to ensure alignment and address roadblocks.

Real-World Example

The Scenario:
You're a nonprofit director launching a community initiative.

Without a Core Team:
You're juggling meeting requests, project planning, and donor communication, leaving little time to connect with your board or craft long-term strategy.

With a Core Team:
- Your EA filters meeting requests, handles scheduling, and creates donor follow-ups.
- Your PM ensures the project stays on track, coordinates with stakeholders, and manages the team's workflow.
- You have time to focus on building relationships and amplifying your impact.

The result? Your mission moves forward seamlessly without sacrificing your energy or focus.

<u>Next Steps to Build Your Core Team</u>

Ready to get started? Here are three tasks you can delegate to an EA today:

1. Organize your inbox and create a system for prioritizing emails.
2. Document your recurring tasks as Standard Operating Procedures (SOPs).
3. Schedule meetings and filter unnecessary requests.

Checklist: 5 Quick Wins to Delegate to Your EA Today

- Inbox Management: Set up filters and prioritize urgent emails.
- Scheduling: Book meetings, optimize your calendar, and avoid overlaps.
- Expense Tracking: Submit receipts and update budget spreadsheets.
- Meeting Prep: Research attendees, draft agendas, and take meeting notes.
- Social Media Drafts: Prepare posts or responses for your approval.

These tasks free up hours for strategic work each week!

Take Action with june

At june, we specialize in helping leaders like you build Core Leadership Teams that scale with you. We provide expert EAs and Program Managers who seamlessly integrate into your mission.

🔗 <u>Learn more</u> about our services or book a free consultation today to start building the team you deserve.