

# Executive Director

**one•n•ten** is a 501 (c)(3) nonprofit organization dedicated to serving and assisting lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth. We provide youth with tools to improve self-esteem and self-acceptance.

We are seeking a full-time Executive Director who can provide strategic and visionary leadership to the organization to execute its vision and mission. The Executive Director is responsible for managing the daily operations and implementing the vision, strategic goals and objectives of the organization. The Executive Director supports the Board, directs the staff, builds and maintains stakeholder relationships, develops and manages sources of income, and ensures the quality and effectiveness of policy and program-related work.

Our Executive Director:

- understands the issues confronting LGBTQ youth and young adults including those experiencing homelessness;
- is a seasoned professional who can lead and support a diverse team;
- is committed to ensuring high quality, effective programs and services for LGBTQ youth;
- collaborates with partners, funders, policy makers and the community to advocate for LGBTQ youth and reduce and end youth homelessness;

KEY RESPONSIBILITIES/FUNCTIONS:

## **1. Organizational Development**

- Establish and maintain strong partnerships with internal stakeholders (e.g., the staff, volunteers, and board members) to build the organization.
- Establish and maintain strong partnerships with external stakeholders (e.g., other organizations, funders, elected officials).
- Monitor the strategic plan, and oversight as needed.
- Maintain the credibility, reputation, and good standing of the organization.

## **2. Program Development and Management**

- Ensure programming is developed and carried out in line with strategic plan goals.
- Ensure that programs are mission driven and youth focused in delivery and content.
- Oversee program evaluation tools to ensure programs are meeting outcomes.

## **3. Fundraising and Resource Development**

- Establish, maintain, and grow strong partnerships with external stakeholders such as individual donors, elected officials, corporations, foundations, and local & national LGBT groups, to build capacity.
- Direct grant writing, and reporting.
- Create, design, and implement an annual fundraising plan to increase the donor base and overall dollars raised.
- Provide leadership and direction for special events.
- Provide guidance and training to Board of Directors to support their fundraising efforts.

## **4. Financial and Operational Management**

- Develop and monitor the annual budget.
- Maintain financial records in coordination with the Board finance committee, treasurer, and accountant/auditor.
- Properly manage income and expenses.

## Executive Director

- Prepare and present monthly financial reports to the Board.
- Work with auditors to ensure a clean, unconditional annual audit.
- Supervise/develop and build a strong staff, including hiring, firing, performance reviews, and professional development.
- Oversee Board relations, including development of materials and staffing committees.
- Ensure recruitment and retention of volunteers.

### **QUALIFICATIONS:**

- Bachelors or Master's degree in a relevant field, or comparable experience.
- Demonstrated understanding of LGBTQ youth issues, intersectionality of race, class, sexual orientation, gender identity and gender expression.
- Experience in fund development and donor cultivation with demonstrable results.
- Nonprofit management experience, preferably including experience serving on a nonprofit board of directors.
- Exceptional interpersonal skills, with an ability to grow and maintain key relationships with multiple stakeholder groups.
- Excellent written and verbal communication skills.
- Organizational leadership skills, including
  - comfort with building a team-based work environment
  - Experience with local, state and national LGBTQ entities and leaders.
  - Experience working with youth (preferred).

**SALARY:** Please include salary history and requirements in cover letter.

### **To Apply:**

Send cover letter and resume to Board Chair, Carmen Jandacek at [Carmen.Jandacek@gmail.com](mailto:Carmen.Jandacek@gmail.com)