



### Position Description

***Position Title:*** Executive Director  
***Supervisor:*** Chair/Co-Chairs, Board of Directors

### **Summary Description**

The Executive Director is the chief executive officer of the Center and is responsible for the overall administration and management of the Center, including all personnel, fiscal, and operational matters. The Executive Director will provide leadership and oversight on activities related to all programs and services, fundraising and resource development, and outreach and community building. The Executive Director is expected to work closely and collaboratively with the Board of Directors, especially the Board Chair and/or Co-Chairs, on all Center matters. The Executive Director serves in a full-time, exempt status position, requiring a flexible work schedule, including some evenings and weekends.

### **Responsibilities:**

Major areas of responsibility include:

- Responsible for overall operation of the DC Center's activities, including reviewing and evaluating the results of program activities; ensuring that continuing contractual obligations are being fulfilled; allocating resources for greater program effectiveness and efficiency; developing organizational, administrative and program objectives and procedures
- Administration: The Executive Director will have responsibilities for budgeting, staffing, and managing day-to-day operations.
- Fundraising: Much of the Executive Director work will center around building on efforts already underway to grow financial support through annual giving and an endowment. Additionally, the Executive Director is expected to lead efforts to look at diversified funding sources including earned revenue potential.
- Advocacy/Outreach: The Executive Director will serve as the "face" of The DC Center and our mission in the Washington, D.C., area.
- Relationship Building: The Executive Director will be responsible for establishing and growing strong partnerships with board members, clients, donors, politicians, corporations, foundations and community organizations.

## **Job Qualifications and Experience:**

The successful candidate will have a successful track record of professional experience in not-for-profit management; strong interpersonal, administrative and communication skills; and a successful record of fundraising.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The core competencies listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Fundraising:**

- Demonstrated understanding of the complex funding streams (e.g. foundations, corporate, individual, government, etc.) and rapidly changing trends in the not-for-profit, social services, and LGBTQ sectors.
- At least 5 to 7 years of experience soliciting donations and grants with tangible evidence of results to support existing program operations.
- Experience with state, county, and federal grants and agencies.
- Begin to build partnerships in new markets, establishing relationships with the funders, and political and community leaders at each expansion site.

### **Leadership & Management:**

- Ensure ongoing local programmatic excellence, develop rigorous program evaluation, and maintain consistent quality of finance and administration, fundraising, communications, and systems; recommend timelines and resources needed to achieve the strategic goals.
- Nonprofit and or/public sector experience.
- Past success working with a Board of Directors with the ability to cultivate existing board member relationships.
- Actively recruit, engage and energize center volunteers, board members, event committees, partnering organizations, and funders.
- Ensure effective systems to track scaling progress, and regularly evaluate program components, in order to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Must be a strategic and critical thinker.
- Strong financial management and administrative background.
- Well-developed supervisory skills.
- Ability to give clear and concise direction.
- Experience volunteers and donors.
- Excellent organization/project management skills; ability to meet deadlines.
- Must be detail-oriented and committed to accurate record-keeping.

#### Cultural competencies:

- The Executive Director must be a culturally competent leader: eager to learn, open to diversity, a good listener, and capable of working well with people from different backgrounds and identities.
- Sensitive to diverse communities and multicultural issues and language.
- Demonstrated experience with and knowledge of gay, lesbian, bisexual, and transgender issues.

#### Advocacy:

- Partner with legislators, advocate on issues before political bodies and work with candidates and communities to pass legislation.
- Demonstrated experience of establishing, maintaining and developing positive relationships with community leaders, elected officials, their staff, Board of Directors, donors, constituents, volunteers and the community at large.

#### Communications and Outreach:

- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Serve as the chief liaison with community organizations, government agencies, and key constituent groups for outreach and fundraising purposes.
- Identify and cultivate organizational partnerships in programs and services in accordance with the vision, mission, and goals of the Center. Communicates effectively with multiple audiences using a variety of formats (i.e. written communications, verbal presentations and briefings).
- Efficiently responds to questions from membership, staff, and members of the community
- Instills trust and credibility internally and externally, gaining the confidence and faith of others through honesty, integrity, and authenticity
- Uses external presence and relationships to garner new opportunities

#### Diversity and Inclusion:

- Serves as the Center spokesperson for an intersectional LGBT community and the necessity of an aggressive diversity and inclusion strategy.
- Brings a robust understanding of diversity including minimally: race, ethnicity, gender and gender identity, sexual orientation, socioeconomic background, disability status, medical status; but also considering factors that include marital status, parental status, veteran status, etc.
- Ensures Center collaborations and partnerships reflect the above

**Education and/or Experience:**

Bachelor's Degree preferred, equivalent work experience will be considered

Attainment of an MBA, MPA or other equivalent advanced degree is a plus

Work in a related field and seven years of increasingly responsible administrative experience, at least five of which shall have been in a supervisory capacity, is required

**CONTACT**

Please submit a brief cover letter, including salary expectations, résumé, and references as attachments via e-mail to: [careers@lgbtcenters.org](mailto:careers@lgbtcenters.org) with Subject Line: **DC Center ED Search**

No calls or agencies, please.

All inquiries or referrals will be held in strict confidence.

**ABOUT THE DC Center**

Founded in 2002, The DC Center is a central meeting and organizing space for the LGBT community in DC, providing Discussion Groups, Advocacy, Health & Wellness, & more. The Center's mission is to celebrate, strengthen, and support community among the LGBT residents and organizations of Metropolitan Washington, DC. For more information please visit: <http://thedccenter.org>

*The DC Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons, including those with diverse backgrounds in regard to race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, medical/physical/mental condition, sexual orientation, Veteran Status, or age.*

**Please note that education, dates of employment, and other information provided will be verified prior to employment.**