

**Title:** Executive Director

**Hours:** Full-time (40 hrs/wk), exempt

**Salary:** \$115,000-125,000/annually

**Reports to:** Board of Directors

**Date:** April 2023 - Open Until Filled



### **To Apply**

- Please submit cover letter and resume via email to [jobs@gaycity.org](mailto:jobs@gaycity.org)
- Please use "**Executive Director - Your name**" in the subject line

### **Our Vision**

Seattle's LGBTQ+ Center is the definitive hub for LGBTQ+ individuals seeking affirming and responsive resources, wellness, and community.

### **Our Mission**

Seattle's LGBTQ+ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

### **Position Summary**

As the Executive Director of Seattle's LGBTQ+ Center, you are driven by a strong commitment to the LGBTQ+ community, lead with an authentic, inclusive, and motivational style, and seek to inspire and empower those around you. You will set the vision and strategy for the organization in collaboration with the Board of Directors; provide direction, guidance, and support to staff members; and ensure that everyone is aligned towards achieving common goals. You are responsible for creating a positive work culture, promoting collaboration and communication among team members, and fostering an environment of creativity and innovation. You will exemplify a commitment to a dispersed leadership ethos that challenges traditional power hierarchies within the nonprofit industrial complex.

### **Roles & Responsibilities**

#### *Strategic Leadership*

- Make the mission and vision of The Center tangible to a wide audience, ensuring that its programs and services are responsive to the needs of the LGBTQ+ community, using an intersectional lens of anti-oppression that centers the QTBIPOC community
- Ensure the financial integrity, accountability, and sustainability of the organization
- Identify best practices to improve internal systems and culture with an eye towards future needs and budget realities
- Foster partnerships and collaborations with community organizations, advocacy groups, and other stakeholders to advance the center's mission and goals
- Act as a spokesperson for the center and its mission, representing The Center to the media, funders, community groups, speaking panels, external committees and workgroups, and with other stakeholders

- Serve as a non-voting member of the Board of Directors, subject to existing Board Member duties and policies outlined in the Bylaws
- Embody a leadership style that centers “power with” versus “power over”
- Understanding and practice of a restorative (vs. extractive) philanthropy mindset

#### *Team Leadership*

- Lead the Directors of Advocacy/Equity, Health Services, and Development/Communications with support, collaboration, and thought partnership to help them achieve their programmatic goals
- Oversee financial and HR contractors, as well as Staff Accountant
- Manage the center’s staff development, including recruitment, training, and evaluation
- Empower staff and help to lead the organization towards a culture that centers self-determination, liberation and joy
- A growth mindset and openness to feedback
- Provide mentorship and leadership development to managers and directors
- Understands the complexity of by-and-for organizations, and values the importance of relationships with community, both internally on staff and externally
- Collaborative, creative and innovative; able to practice a “servant leadership” style to help shepard ideas from conception to reality

#### *Operational Leadership*

- Oversee and manage the organization’s budget and long-term cash flow projections, daily accounting functions, and all internal and external financial reporting and analysis
- Cultivate tools, resources, and information for financial reporting and transparency within the organization
- Manage monthly invoicing oversight, grant budget oversight, and hold relationships with all major funders
- Proactive, enthusiastic, flexible, resilient, and able to juggle multiple priorities
- Direct operational activities including facilities maintenance, IT, and the design and implementation of internal controls to ensure compliance with all regulations and funder requirements

#### **Qualifications (required)**

- Demonstrated passion for Seattle’s LGBTQ+ Center’s mission, vision and commitment to intersectional social justice
- Demonstrated ability to competently serve all segments of LGBTQIA+ and QTBIPOC communities and culture, especially including mindfulness and respect with regard to Trans competency and access needs. Lived experience is highly valued.
- Experience or familiarity with issues of Health Equity and Social Determinants of Health. Experience with HIV/AIDS advocacy strongly preferred but not required
- Proven commitment to cultivating intergenerational spaces for Queer and Trans communities
- 5-8 years of progressively responsible experience in nonprofit or other organizational leadership; lived experience is highly valued, and will consider all training through non-traditional avenues.
- Excellent oral, written and public speaking skills to a wide array of stakeholder audiences
- Strong ability to build/maintain relationships and work in teams

- Strong organizational abilities, including planning, delegating, program development and task facilitation.
- Experience in financial management of federal, state, and local government grants and contracts
- Direct work experience with budgets, forecasting, financial analysis
- Proficient in MS Office and computer systems

### **Qualifications (preferred)**

- Bilingual (Spanish) strongly preferred

### **Benefits**

- Full healthcare, dental, and optical coverage offered.
- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Seattle's LGBTQ+ Center recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.
- Free ORCA Pass.

### **I-9 & Vaccine Compliance**

On your first day of work, you will be required to provide proof of your eligibility for employment under the Immigration and Reform Control Act of 1986, as amended. Therefore, please bring proper photo identification, such as your passport, or your driver's license and social security card on your first day. You will also need to provide proof of COVID vaccination.

*Seattle's LGBTQ Center honors the unique history and experience of Black, Indigenous, people of color, and Trans individuals in our community. We strive to design policies and practices that intentionally lift up, serve and protect these individuals.*