



Position Description

Position Title: Executive Director

Supervisor: Chair/Co-Chairs, Board of Directors

Summary Description

The Executive Director is the CEO of the ALSO Youth (AY) Center(s) and is responsible for the overall administration and management of the Center(s), including all personnel, fiscal, and operational matters. The Executive Director will provide leadership in executing on the AY strategy (as articulated by the Board of Directors) and oversight on all programs, services, fundraising development, and community outreach. The Executive Director is expected to work closely and collaboratively with the Board of Directors and Committee Chairs on all Center matters. The Executive Director is expected to work with the youth population served by ALSO Youth and must be able to pass a background check. The Executive Director position is a full-time, exempt status position, requiring a flexible work schedule, including some nights and weekends.

Responsibilities

- **Center Operations**
 - Establish and/or revise Center operation processes and procedures including (but not limited to) safety, permissible uses, and welcoming environment
 - Ensure adequate staffing and volunteers to maintain Center drop-in hours and services
 - With consultation from the Board, develop an annual budget and staffing projections and manage to the approved budget
- **Personnel Management**
 - Hire, train, and supervise staff and evaluate staff performance
 - Create or revise, as needed, comprehensive job descriptions
 - Establish performance standards and criteria for annual performance reviews
 - Manage staffing budget within approved parameters
- **Fundraising**
 - Working collaboratively with the Board and Committee Chairs, implement a comprehensive fundraising plan to include individual giving, corporate giving, foundation giving, planned giving (legacy), and grants
 - Actively support the ALSO Youth Ambassador Program to attract and grow supporters and donors

- **Programming**
 - Overall management of Center(s) programs and activities, including but not limited to:
 - implementing programs and services
 - evaluating the effectiveness of programs and services
 - effectively allocating budget and resources
- **Outreach and Inclusive Community Building**
 - Act as the public face of ALSO Youth in all dealings with the public and other organizations at the local, state, and/or national level
 - Promote positive public relations and actively educate on AY's mission, programs and services.
 - Conduct presentations or service training, as appropriate, to community organizations, corporations, and government entities to educate on LGBTQIA+ youth issues and support building inclusive communities
 - Identify and cultivate new partnerships and alliances to grow AY programs and services
 - Regularly communicate with AY constituents through ongoing communications via website, e-newsletters, and social media
- **Board Relations**
 - Attend all Board of Directors meetings and collaborate with Board President on meeting agendas
 - Keep the Board fully informed on all Center operations
 - Provide monthly ED report
 - Serve as a liaison to Board Committees
 - Work collaboratively with the Board to establish short-term and long-range planning and goals
- **Legal Compliance**
 - Ensure the organization complies with local, state, and federal regulations
 - Identify and communicate the need to consult with legal counsel, when required

Requirements

- Bachelor's Degree preferred equivalent work experience will be considered
- Attainment of a MSW, MPA, MBA, JD or other equivalent advanced degree is a plus
- Five or more years of professional experience, including a minimum of three years' experience in nonprofit administration with significant experience in leadership and supervisory positions – prior experience in an Executive Director position is preferred
- Demonstrated ability to implement fundraising plans including donor cultivation and grant writing. Preference will be given to demonstrated experience in creating and executing an endowment campaign and/or capital fundraising initiative
- Strategic thinker with strong analytical skills and attention to detail
- Proven success in developing and implementing programming
- Demonstrated ability in public speaking and interpersonal relationships
- Relevant and demonstrable experience working with youth and young adults
- Relevant and demonstrable experience with the LGBTQIA+ community and with LGBTQIA+ groups or organizations
- Ability to advocate on LGBTQIA+ issues of importance to AY and our community
- Experience hiring, training, and managing paid staff and volunteers
- Excellent verbal and written skills, including giving clear and concise direction
- Good listener and comfortable working in a multi-cultural environment

CONTACT

Please submit a brief cover letter, including salary expectations, résumé, and references as attachments via e-mail to: careers@lgbtcenters.org with Subject Line: **ALSO Youth ED Search**

No calls or agencies, please.

All inquiries or referrals will be held in strict confidence.

ABOUT ALSO Youth

ALSO Youth serves LGBTQIA+ youth in Sarasota and Manatee counties through a combination of safe space drop-in center(s) and programming and services. ALSO Youth was founded 27 years ago and serves hundreds of youth annually through the Center(s) and outreach programs.

ALSO Youth is a Non-Profit Charity that provides peer support services, educational programs, advocacy, and referrals for gay, lesbian, bisexual, transgender, intersex, and questioning youth ages 13 to 21, their families and friends, and the community, thereby enhancing self-esteem, promoting healthy dialogue, and increasing awareness of sexual minority youth issues.

ALSO Youth 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.