**ALSO Youth Executive Director Job Description**

The Executive Director is committed to ALSO’s mission to promote the health and safety of gay, lesbian, bisexual, and transgender youth. Specific duties include:

**Financial Management and Development**

1. Develop fundraising plans with the Board of Directors.
2. Develop and maintain relationships with donors and supporters.
3. Assist in the planning and execution of fundraising events.
4. Research, apply for, and maintain grant funding in cooperation with the Board.
5. Develop ALSO’s annual proposed budget in conjunction with the Board President and Treasurer.
6. Manage the approved annual budget in accordance with responsible fiduciary principles.
7. Maintain accounting of all financial transactions.
8. Arrange periodic budgetary and financial audits as directed by the Board.

**Program Management and Directors**

1. Develop and implement programs consistent with ALSO’s mission and Board priorities.
2. Develop and monitor performance indicators to evaluate program quality and effectiveness.
3. Supervise the provision of crisis intervention, paracounseling, mental health consultation, and youth support group services to ALSO youth and their families.
4. Make management decisions about the use of available resources.
5. Prepare a report of activities and financial status for monthly Board of Directors meetings.
6. Serve as ex-officio member of the Board of Directors and Executive Committee.
7. Serve as a consultant on all Board committees and task force groups.

**Communication Coordination**

1. Act as the primary spokesperson for ALSO.
2. Enhance ALSO’s presence in the community, particularly with schools; police and juvenile authorities; and youth social service, health, and recreational programs.
3. Develop, maintain, and update website, social media, printed programs and materials.
4. Provide focal point for communications with Board officials, staff, and volunteers.
5. Perform community outreach activities on behalf of ALSO and assess community needs and interest with respect to LGBT youth.
6. Coordinate with other organization to maximize support programs for youth in general and LGBT youth in particular.

**Human Resources and Office Management**

1. Treat all youth, volunteers, and staff equitably and maintain an environment free from bias and discrimination.
2. Act as principal human resource manager.
3. Ensure that adequate space, equipment, supplies, and facilities are available to execute ALSO’s mission.
4. Ensure that repair and maintenance of the physical work environment provides a safe place for volunteers, staff, and clients to work and interact.
5. Advise the Board of Directors on physical facility and equipment needs.

**Other Duties**

From time to time, or on an ad hoc basis, the Board of Directors may assign additional duties in consultation with the Executive Director.