

## **Job Description**

**Position: Executive Director**

**Department: Executive**

**Reports To: Board of Directors**



The Executive Director of the LGBTQ Center Long Beach provides vision, leadership, motivation, inspiration, and direction to the organization's staff and volunteers. The Executive Director is responsible for ensuring the efficient and successful operation of the Center including execution of Board of Directors' strategic vision, the fulfillment of contractual obligations, and the practice of sound fiscal management. This position is responsible for proposing policy direction and furthering the strategic direction, goals and mission of the Center.

The Executive Director will advise and make recommendations to the Board of Directors with respect to Center programs and policies and facilitate the implementation of Center programs and projects. The Executive Director is the Center's senior representative and must exhibit excellent communication and highly developed interpersonal skills. The successful candidate for this position will be a self-motivated, visionary leader desirous of creating services, opportunities, and community for the LGBTQ people of the greater Long Beach and surrounding areas. The Executive Director makes independent operating decisions and develops procedures within policy guidelines set by the Board.

## **Organization**

One in Long Beach, Inc., DBA The LGBTQ Center Long Beach, has been an incorporated 501(c)(3) charitable organization since 1980.

The Center Long Beach serves over 25,000 people a year and offers an array of programs and services. These include support groups youth services, legal assistance, employment referrals, mental health referrals, cultural and social activities, and HIV prevention/testing, STI testing and support.

The agency's projected budget for 2024 is in excess of \$3,500,000 and comes from government, foundations, corporations, and individuals.

## **Primary Duties and Responsibilities**

### Management

- Work in close partnership with the Board of Directors to develop and execute the Board's strategic goals.
- Supervise Center staff and ensure compliance with Center policies and procedures.
- Create an equitable, inclusive, and diverse environment and ensure staff exhibits these values in all interactions with fellow staff members, volunteers, clients, partners and donors.
- Establish The Center as a major voice for the values of equity, diversity, and inclusion as demonstrated through our programs, services, and actions.
- Provide a safe, respectful space for diverse voices and perspectives.
- Manage all programs and ensure compliance with contractual obligations related to successful program execution.

- Plan, supervise, develop, and coordinate the activities of management staff to meet the Center's strategic goals and objective.
- Develop and execute an annual fund development plan.
- Provide for necessary management development, succession, and contingency planning of all key management positions.
- Provide Executive Director Reports for monthly Board of Directors meetings, annual strategic planning sessions, annual State of the Center events, and other occasions, as necessary.
- Ensure community members, donors and stakeholders are engaged and updated on Center programs, services, feedback processes.
- Ensure strict adherence to Center financial policies and procedures in conjunction with the Center Board of Directors and Chief Financial Officer.
- Responsible for the maintenance and appearance of all Center facilities
- Assure that all risk mitigation techniques/policies are developed and instituted on an ongoing basis to protect the assets of the organization (i.e.: proper property insurance, property director's insurance, proper copy righting of materials etc.).

#### Communications and Public Relations

- Effectively communicate the Center's vision, organizational mission and needs to the community; Work effectively with federal, state and local agencies and community-based organizations; Serve as liaison to public and private funding sources, the media, and the general public; Actively build, maintain, and nurture collaborative relationships with other service organizations dedicated to LGBTQ issues.
- Represent the Center at all events where the Center is a partner, or the Center is the recipient of an award, recognition, or other such honor.
- Continually raise the profile of the Center in the community through Center signage, advertising, collaboration, and other similar opportunities to maximize the Center's exposure.

#### Fund Development

- Work in partnership with the Board of Directors to provide strategic vision and develop workable models for financial support to meet current and future funding needs.
- Oversee the planning, execution, and review of all fundraising efforts including all campaigns, events, and solicitations.
- Actively identify, solicit, and cultivate relationships with major donors and corporate and foundation funders.
- Ensure that proper procedures are in place and followed in order to recognize and acknowledge donors on an ongoing basis.
- Ensure that overall funding goals and budget are in line with the mission of the Center and meet the needs of the organization; and
- With the Director of Development, if applicable, and the chief operating officer, develop an annual operating budget to be presented to the board of the director's no later than October 1st proceeding the next fiscal year for review/approval and meet established annual financial objectives.

## Qualifications and Experience

### Management

- A proven record of successful organizational management, preferably in a non-profit environment; Able to autonomously visualize and execute strategic and progressive initiatives.
- Ability to act independently without direction or guidance as required.
- Experience developing and implementing short- and long-term strategic planning.
- Ability to evaluate program effectiveness, fund development goals and financial procedures and to make appropriate recommendations for improvement.
- Experience with federal, state, county, and city contract compliance issues.
- Familiarity with federal, state, county, and city laws and regulations governing non-profit organizations.
- Understanding of the issues facing the LGBTQ community.
- Experience creating development plans to further management staff's vocational expertise and filling gap areas for the betterment of the management and organization as a whole.
- Develop upward feedback semi-annually from direct reports, key stake holders and community members to evaluate Executive Director's performance and opportunity areas.
- Develop bi-annual review of The Center's EID policies and practice by an outside firm specializing in equity, inclusion and diversity in the workplace.

### Communications and Public Relations

- Excellent written, verbal, and interpersonal skills.
- Ability to effectively convey the Center's mission, objectives, and needs to a broad audience.

### Fund Development

- A demonstrated record of financial resource development including, but not limited to, individual giving programs, foundation and corporate gifts/grants, fee for service contracts, planned giving and capital campaigns.

## Education, Training and Experience Requirements

- Minimum of 3 years senior management experience, preferably in a non-profit environment; master's degree or higher in a relevant field of study (or equivalent job experience); and Bilingual skills preferred.

## Compensation

- Salary Range between \$135,000 to \$150,000 annually, depending on experience.
- Other benefits include (medical, vision, dental, vacation, holidays, 401K)
- Optional benefits include (critical life/illness and legal insurance)

**The LGBTQ Center Long Beach is an equal opportunity employer. Women, people of color and persons with disabilities are encouraged to apply.**

Please submit your resume and letter of interest (including specific job accomplishments and references) to: [board@centerlb.org](mailto:board@centerlb.org)

**ONE IN LONG BEACH, INC**  
**dba THE LGBTQ CENTER LONG BEACH**  
**EMPLOYMENT APPLICATION**



The LGBTQ Center Long Beach (The Center) is an Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/ expression, national origin, place of birth, race, religion, sex, sexual orientation, and/or any other characteristic(s) protected under local, state, or federal laws in any of its employment practices and activities. All employment decisions shall be made without regard to any of these characteristics.

**INSTRUCTIONS:**

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application to **the Board of Directors at board@centerlb.org**.

**PART I: CANDIDATE'S INFORMATION**

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

**PART II: PREVIOUS EMPLOYMENT WITH THE CENTER**

Have you ever been employed by The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	FROM:	TO:		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

**PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER**

Have you ever volunteered at The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

**PART IV: SERVICES FROM THE CENTER**

Have you ever received any services at/from The Center?

☐ Yes☐ No

DATE(S):

☐ One time

FROM:

TO:

**PART V: AVAILABILITY**

For which position are you applying?

What type of work are you seeking?

☐ Full time☐ Part-time☐ Temporary

On what date can you start?

Please use the spaces below to write which days and hours you are available for work.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM	AM	AM	AM	AM	AM	AM
PM	PM	PM	PM	PM	PM	PM

If needed, can you work overtime?

☐ Yes☐ No**PART VI: EDUCATION**

Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+

Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

**PART VII: JOB RELATED SKILLS**

**Language skills:** Are you fluent (speak, write, read) in any other language other than English? *If so, please describe below.*

☐ Yes☐ No

Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.

Have you read the job description?

☐ Yes☐ No

Do you understand the requirements of the job?

☐ Yes☐ No**PART VIII: EMPLOYMENT HISTORY**☐ **I am still working for this employer**

May we contact employer?

☐ Yes☐ No

Employer's Name

City/State

Phone

Position/Job Title

Supervisor's Name

Dates of Employment

From:

To:

Duties/Responsibilities

Reason for leaving

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

**PART IX: PROFESSIONAL REFERENCES**

Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

**ACKNOWLEDGMENT****PLEASE READ CAREFULLY BEFORE SIGNING**

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature \_\_\_\_\_

Date \_\_\_\_\_