



McCormack+Kristel

EXECUTIVE SEARCH CONSULTANTS

RECRUITMENT PROFILE:

Executive Director

November 10, 2020



The Client

The LGBTQ Center Long Beach began in 1977 as living room gatherings to discuss issues important to the LGBTQ+ community. The Center was officially incorporated in 1980 and has been providing a variety of health, social, advocacy, legal, and service programs to the LGBTQ+ community in the Greater Long Beach area for four decades. As a result of the AIDS epidemic, in 1984, The Center established Project Ahead, the first case management service in Southern Los Angeles. In many instances, The Center was the only safe haven where people of all sexual orientations, genders, ethnic and cultural backgrounds, and socioeconomic levels could receive HIV information, testing and counseling, healthcare referrals, and other support services. In 1987, the center held the first AIDS Walk Long Beach, which lives on today.



The Center strives to advance LGBTQ+ social justice and to create an environment where all LGBTQ+ people feel safe and supported. Providing services to 25,000 people annually, The Center provides a dynamic range of LGBTQ+ health, social, advocacy, legal, and service programs. The Center offers an array of programs and services including support groups, youth services, legal assistance, employment referrals, mental health referrals, cultural and social activities, and HIV prevention/testing, STI testing and support. The Center serves as a vital and integral part of Long Beach's diverse LGBTQ+ community.

The Center's 2020 operating budget is in excess of \$2 million, it employs a 25-person staff, and is governed by a nine-person Board of Directors. Approximately 62% of the organization's revenue is from government contracts, 18% from special events, 9% from grants, 7% from individual donors, and the remaining balance is from earned income, including service and tenant rental revenue.



2020 Strategic Plan: After a decade of consistent organizational growth, The Center has undergone an ambitious strategic planning process to guide the organization through another long-term period of measured and sustainable growth. For the first time in history, The Center's revenues are anticipated to cross the \$2 million threshold, a milestone for the organization. As the City of Long Beach continues to grow, the diverse need for programs and services for the LGBTQ+ community grows as well. The time has come for The Center to dream big. Approved by the

Board, an action plan is in place and is informed by a measured, strategic, and achievable roadmap to shepherd the organization into the next chapter of service in the community. Over the next five years, The Center is making a commitment to the community to ensure the right staff are in place, the best programs are offered, the practices are inclusive, and enough space is available to ensure that each

and every person walking through the doors is afforded the opportunity to authentically thrive. [The LGBTQ Center Long Beach Strategic Plan](#)

The Position

The **Executive Director** provides executive leadership, vision, motivation, inspiration, and direction to the organization's staff and volunteers. Reporting to a nine-member Board of Directors, 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.

Opportunity

For over 40 years, The Long Beach LGBTQ Center has been a vital and integral part of the Long Beach LGBTQ+ community. This is an outstanding opportunity for an exceptional candidate to provide visionary leadership for a dynamic organization and to capitalize on opportunities for strategic growth, including:

- Increasing organizational inclusivity and program evaluation
- Increasing fundraising capacity and diversity
- Expanding physical space and geographic footprint to meet the Center's current and future growth need
- Increase and adjust staffing to support and sustain organizational growth

Functional Responsibilities are as follows:

Organizational Leadership

- 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.

Professional Qualifications

- A minimum of five years of successful organizational management, preferably in a non-profit environment.
- Ability to effectively convey the Center's mission, objectives, and needs to a broad audience.
- Successful track record of nonprofit revenue development encompassing individual giving programs, foundation and corporate gifts/grants, fee for service contracts, planned giving, and capital campaigns.
- 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.
- Ability to autonomously visualize and execute strategic and progressive initiatives.
- 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.
- Willingness to develop upward feedback semi-annually from direct reports, key stakeholders, and community members to evaluate Executive Director's performance and opportunity areas.
- Ability to develop bi-annual review of The Center's human resources policies and practice by an outside firm specializing around equity, inclusion, and diversity in the workplace.
- Undergraduate degree required, advanced degree preferred.

Personal Characteristics

The ideal candidate will be a collaborative leader and skillful manager who exudes passion for The Center's work and mission. They will be empathetic, people-centered, and will bring the professional skills and rigor to lead the organization to new levels of growth and success.



The ideal candidate will have exceptional interpersonal skills and will understand the intersectionality of racial equity, gender equity, and economic justice issues and their impact on LGBTQ+ affected communities. This person will have a strong commitment to the values of diversity, equity, and inclusion, and a commitment to advancing social justice.

Compensation

The target compensation for this position is \$150,000 with an excellent benefits package including health, dental and vision insurance, and an employee contribution retirement plan. The client is willing to negotiate basic relocation expenses for the exceptional individual they are seeking.

Contact

Please submit cover letter and résumé as attachments via e-mail to:

Catie DiFelice, Senior Associate or **Joseph McCormack, Founding Partner**

McCormack+Kristel
1740 Broadway, 15th Floor
New York, NY 10019

Phone: 212.531.5003 | Fax: 212.203.9599

Email: search@mccormackkristel.com | Website www.mccormackkristel.com

All inquiries will be held in strict confidence. Please note that your education, dates of employment and other information will be verified prior to an offer.

McCormack+Kristel works only with equal opportunity employers. People of color, people with disabilities and people of diverse sexual orientation, gender expressions and identities are encouraged to apply.

