

Recruitment Profile

Executive Director



Family Equality Council

February 2016

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title:	Executive Director
Organization:	Family Equality Council
Reports to:	Chair of the Board & Board of Directors
Location:	Open. (Preference for New York City or Washington, D.C.)
Website:	www.familyequality.org

ORGANIZATION OVERVIEW:

Family Equality Council is committed to a future in which families with parents who are lesbian, gay, bisexual, transgender, and queer are legally recognized, valued by society, and afforded equal opportunity to thrive.

As the national expert on LGBTQ parents and their families, Family Equality Council promotes lived and legal equality for the roughly three million LGBTQ parents raising more than six million children in the U.S. today. Family Equality Council fosters supportive communities, educates the public, and pursues policy change to advance equality for LGBTQ-headed families across the country. This work is critical; despite recent legal victories and growing acceptance of LGBTQ people in some parts of the country, current legal and cultural structures continue to hurt LGBTQ parents and their children.

History: In 1979 a small group of gay fathers got together and formed a grassroots movement that would eventually become today's Family Equality Council. Knowing there were other gay dads out there, this small group committed itself to finding them and forming a network of support. Originally called the Gay Fathers Coalition, in 1986 this fathers' group expanded to include lesbian moms, prompting a name change to the Gay and Lesbian Parents Coalition International (GLPCI), a volunteer organization whose primary purpose was to connect with and support local gay and lesbian parenting groups, while advancing the cause of the lesbian and gay parenting community.

In 1998, recognizing the growing movement and the need to lead by being an example of true inclusiveness, GLPCI changed its name to the Family Pride Coalition in order to include bisexual and transgender parents. In 2007, to better capture the full breadth and scope of its work and collective vision of a world that treats all loving families equally, the organization became Family Equality Council. The new name and expanded vision reinforced the commitment to working across communities and issues and to joining forces with other progressive advocacy groups to create meaningful change for all loving families.

Today, Family Equality Council is a national community of parents and children, grandparents and grandchildren. whose primary mission is to achieve both legal and lived equality for LGBTQ-identified parents, prospective parents and their families. It pursues this mission through the avenues of community-building, messaging, media advocacy, and advancing pro-family policy agendas while leading the national effort to advance an inclusive family agenda within and beyond the LGBTQ movement.

For more information, please visit www.familyequality.org.

LOCATION:

Open. Preference for the Executive Director to work out of Family Equality Council’s New York City or Washington D.C. offices, though she/he/they could be based most anywhere in the U.S. within reason. The E.D. will manage teams in New York and D.C., as well as regional staff in Massachusetts, Florida, and Wisconsin.

THE POSITION:

Reporting to the Board of Directors, the Executive Director will assume responsibility for day-to-day leadership and operation of the organization. She/He/They will oversee the organization’s programs and services, help lead fundraising efforts, and be ultimately responsible for the management of all staff members and volunteers in advancing Family Equality Council’s vision and mission. Specifically, this person will:

- Possess sound management skills and the ability to craft an organizational vision lead the staff towards fulfillment of its mission, while engaging the Board of Directors to promote the organization in their spheres of influence;
- Work to elevate Family Equality Council’s visibility and to deepen the understanding of its work, its mission, and its vital role in the LGBTQ advocacy movement;
- Bring a strong voice and engaging style to representing the organization in all settings: policy, programs, advocacy, education, development and media; and
- Appeal to members, the community, donors and external partners to bolster the organization’s development efforts, reputation and reach.

PRIMARY RESPONSIBILITIES:

Organizational Leadership

- Participates with the Board of Directors in the creation and evolution of the organizational vision;
- Sets specific organizational goals and outcomes, under the direction of the Board of Directors;
- Evaluates the potential risks and rewards with lead staff of all projects and proposals;
- Assesses risks to the organization’s financial security and growth.

Staff Management

- Hires, trains, supervises, evaluates and terminates assigned staff;
- Oversees the Director of Public Policy and supports work of the Public Policy & Advocacy team to advance the cause of LGBTQ equality through legislative and regulatory reform;
- Oversees the Director of Programs and supports the work of the Program team to ensure that programs and services reflect the needs of the LGBTQ parenting community;
- Guides the Development Director and supports the work o in the creation and implementation of a robust Development Strategy;
- Guides the Finance Director in the implementation of the Board’s approved policies for the allocation and distribution of resources;

Strategic Planning

- Participates in strategic planning for the organization and lead staff in operationalizing and implementing strategic plans.
- Conducts both internal and external environmental scans to identify current and emerging issues that affect the organization;
- Communicates with key stakeholders to identify the changing needs and conditions of the community that is served by the organization;
- Assesses the impact of potential alternative plans to address the changing movement conditions.

Fundraising Management

- With Development team and Board Development Committee, advances fundraising opportunities and programs ensuring success in individual, corporate, and foundations giving, as well as special events and appropriate grants;
- Maintains positive, personal relationships with key individual and institutional funders;
- Helps to expand the organization’s base of financial support.

Relationship Management

- Builds strong working relationships with others, both inside and outside the organization and movement, enlisting others’ support for accomplishing goals and tasks;
- Acts as a public advocate for the organization and its programs in the community;
- Facilitates a communication plan that informs the community of the activities and direction of the organization;
- Seeks public speaking opportunities, including media opportunities to showcase the organization and attract new members and supporters.

Financial Management

- Ensures the financial stability and stewardship of the organization;
- Provides the Board with regular statements of revenues and expenditures;
- Administers the funds of the organization through the assigned staff, according to the budget approved by the Board;
- Supports and advises the Board’s Finance Committee.

While no single candidate is likely to have equal expertise in all of the above categories, successful candidates will have a compelling combination of strengths in many of them and the self-awareness and wisdom to leverage other resources in the area(s) where s/he lacks personal mastery.

REQUIREMENTS:

This Executive Director must have a “can do” attitude, enjoy a fast paced environment, be highly organized without losing sight of larger objectives, and be committed to justice and equality for LGBTQ-headed families. She/He/They will possess the ability to build productive and collaborative working relationships across broad communities of diverse people. Additionally, candidates should have:

- Minimum of 5-10 years’ management experience; preferably including nonprofit organization leadership, as an executive or Board member;
- Proven track record of success in fundraising as demonstrated by growing an organization’s philanthropic income and base of support;
- Experience working effectively and collaboratively with a volunteer Board of Directors or similar governing body;
- Budget management experience in a program or organization of at least \$2.5 million;
- Staff management experience of at least 10-15 professionals; preference for someone who has successfully managed a remote team or employees;
- Exceptional written and oral communications skills and ability to make impactful connections with a wide range of constituencies;
- Accomplished public speaker and effective spokesperson who can comfortably represent the organization in a variety of media;
- Leadership style which provides strategic direction, builds strong teams, and encourages collaboration and creativity;
- Sufficient executive presence to earn respect and credibility, combined with enough humility to learn and grow from the content/functional experts and long-term supporters in and around the organization.

EDUCATION:

Bachelor’s degree required, advanced degree preferred.

COMPENSATION:

Family Equality Council is offering a comprehensive compensation package inclusive of salary (commensurate with experience) and full benefits. Benefits include: three weeks of paid vacation and 12 paid holidays; medical and dental insurance (individual coverage fully paid by Family Equality Council); a 403(b) Tax Sheltered Savings (Retirement); Health Reimbursement Account, and Flexible Spending Plan for medical and/or dependent care costs.

OPPORTUNITY:

This position provides an opportunity for the successful candidate to join an organization whose mission is to support and represent LGBTQ parents and their children. She/He/They will be able to leverage the Family Equality Council’s brand and resources in making a direct impact on the lives of LGBTQ families. This Executive Director will interact with a talented, passionate, and personally

vested team of staff and volunteers in making sure lesbian, gay, bisexual, transgender, and queer are legally recognized, valued by society, and afforded equal opportunity to thrive. Family Equality Council provides a team-based work environment and values the benefits of a diversified workplace. Women, people of color, transgender individuals and members of the other under-represented populations are strongly encouraged to apply.

CONTACT:

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of Family Equality Council. We are pleased to answer any questions or supply further information. Inquiries, nominations, or applications (including a cover letter and resume/curriculum vitae) should be directed electronically and in confidence, to:

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All inquiries or referrals will be held in strict confidence.

Please note that all education, dates of employment, compensation and other information provided will be verified prior to an offer of employment.