

**Recruitment Profile
for**

Executive Director



Our Family Coalition
San Francisco, CA

January 2020

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

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| Title: | Executive Director |
| Organization: | Our Family Coalition |
| Reports to: | Board of Directors |
| Location: | San Francisco, CA |

ORGANIZATION OVERVIEW:

For nearly 25 years, Our Family Coalition (OFC) has been providing critically needed resources and support to LGBTQ families in the Bay Area and beyond. Through **Direct Services, Education, and Advocacy** on behalf of its constituents, OFC is creating a more inclusive and just world where LGBTQ families – and LGBTQ people seeking to form families – enjoy the same support, visibility, and access to resources as all other parents and families. Since its founding, OFC has built community, supported LGBTQ parents and caregivers, educated communities about family diversity, trained child-serving professionals, and advocated (alongside partner organizations) for changes in policy to reflect and include LGBTQ families.

OFC brings a unique and vital perspective to the LGBTQ movement as a champion for, and voice of, queer families of all formations. OFC cultivates and develops community leaders among LGBTQ families and, by building strong relationships with partners and allies, is advancing social justice to create a more respectful and inclusive environment for all; one where LGBTQ families thrive as valued participants in schools, institutions, and communities.

Among its programmatic efforts, OFC:

- Provides free playgroups, parent support groups, educational workshops, parenting classes, and community events, as well as linkage to critical, LGBTQ-specific legal, social, health, wellness, educational, and economic resources,
- Trains families, teachers, administrators, and child-serving professionals to create more welcoming schools and agencies to serve LGBTQ families,
- Develops and supplies curriculum for schools in support of California’s “FAIR Education Act,” which requires the inclusion of **F**air, **A**ccurate, **I**nclusive, and **R**espectful LGBTQ history in K-12 education,
- Works to increase visibility and improve public perception of and policy for LGBTQ families, and
- Engages local, state, and national partner organizations to advocate for change on issues relevant to LGBTQ families, including family formation, inclusive schools, immigration, and healthcare reform.

OFC is a 501(c)3 nonprofit organization governed by a volunteer Board of Directors (currently 13 members). It has a staff of 13 fulltime and part-time employees based in San Francisco and Oakland, CA. In the most recent fiscal year OFC had revenue of roughly \$1.2 million, the majority of which came from long-standing foundation/institution partners. There is a strong, shared desire through the organization to increase and diversify funding.

OFC envisions an equitable society where everyone, including LGBT families and children, can fully participate. OFC is working to remove barriers and to create positive conditions that allow all members of the LGBTQ community to thrive and prosper.

For more information about OFC and its work, visit www.ourfamily.org.

REPORTING

Reports to Board of Directors. Oversees a paid staff of 12 (with five direct reports), as well as external consultants, independent contractors, and interns.

THE POSITION:

The Executive Director will assume day-to-day operating and oversight responsibility for Our Family Coalition, including Organizational Leadership, Fundraising & Revenue Development, Staff Management, Community/ External Relations, Fiscal and Administrative Management, and Board Relations. In partnership with the Board of Directors, the E.D. will set a clear strategic vision and overall direction for OFC that integrates and expands its efforts in advocacy, education, family support, social networking, and community organizing to maximize the impact of its work.

A primary accountability of the new E.D. will be to ensure the OFC remains a visible, healthy, and sustainable champion for LGBTQ families with a focus on the following organizational priorities:

- Strengthen/support a team and organization coming out of a period of significant transition
- Grow and diversify fundraising programs, capacity, and results
- Bring vision and critical thinking to how OFC invests limited human and financial resources
- Continue driving Diversity, Equity & Inclusion efforts at all levels of OFC
- Raise visibility, awareness, and understanding of OFC's work & accomplishments

This E.D. will also function as a public representative of OFC and will work to expand relationships with constituents, volunteers, allies, policy makers, LGBTQ partners and other allied social justice movements to advance the organization's mission.

RESPONSIBILITIES:

Organizational Leadership

- Provide vision and inspiration for the strategic direction of OFC that increases the effectiveness and reach of its work;
- Establish and maintain positive relationships with coalition partners/allies, including LGBTQ organizations, children's rights advocates, legislators and policy makers, schools, etc.;
- Align and integrate programmatic efforts, prioritizing those that best meet the needs of LGBTQ families and maximize the impact of limited human and financial resources;
- Set tone and expectations across the organization for work of the highest quality and greatest impact;
- Further OFC's commitment to equity and inclusion, centering racial/ethnic identity, gender/gender identity, socio-economic status, and disability representation in all aspects of OFC's work;
- Support the operation and administration of the Board;
- Work with Board leadership to continually diversify the Board and leverage its members as a key component of institutional growth.

Fundraising

- Lead Board and staff in the development and implementation of a creative and comprehensive fundraising plan;
- Work with the Development Director and Development Committee of the Board to grow financial resources and diversify funding sources to include individual, corporate, and foundation giving, special events, grants, partnerships, and fee-for-service revenue;
- Partner with Board and staff members to manage their participation in cultivating, soliciting, and stewarding funders;
- Personally maintain active and positive relationships with key individual and institutional funders.

Staff Management

- Lead and mentor a dedicated staff to achieve OFC's goals;
- Foster a culture of accountability and professional excellence while nurturing and supporting professional development;
- Continue to evolve and improve organizational structure, ensuring that the work of staff is aligned with mission, values, and priorities;
- Establish and evaluate performance objectives for staff and encourage/provide continuous training and development opportunities;
- Deepen cross-team collaboration and leverage external resources partnerships to greatest advantage;
- Maintaining a positive and respectful workplace climate that values diversity, creativity, and accountability.

Other Accountabilities

- Provide strong and transparent fiscal stewardship;
- Work with Board to ensure OFC's continued financial health;
- Provide strategic direction and critical thinking to existing and new programmatic initiatives, including identifying those with revenue potential;
- Foster the engagement of OFC families and allies in the development and evaluation of programs, services, and advocacy;
- Serve as OFC's chief spokesperson with the public, media, policy makers, and other audiences;
- Present accurate, effective, and timely information to the to Board of Directors;
- Manage all Board communications with the highest standards of governance and transparency;
- Participate in all Board meetings, as well as various Committee meetings and calls as appropriate/ necessary.

[NOTE: While no single candidate is likely to have equal expertise in all areas listed above, successful candidates will possess a compelling combination of strengths in many of them and the self-awareness and wisdom to hire or leverage existing resources in the area(s) where they lack personal mastery.]

CANDIDATE PROFILE

The new Executive Director will be a positive, experienced, and visionary leader with a high level of emotional intelligence and professional maturity. They will have proven skills in fundraising and relationship management as well as organization and team leadership. They will bring a collaborative, inclusive, and transparent management style, combined with a commitment to support, mentor, and develop a close-knit team of dedicated professionals.

The ideal candidate will have a deep connection to OFC's work and mission and an appreciation of the unique needs and contributions of LGBTQ families. This person will be empathetic and people-centered and, at the same time, bring the professional skills, discipline, and rigor to lead the organization to new levels of growth and success. Regardless of professional background, a deep understanding of and commitment to full LGBTQ equity and inclusion is required; as is successful track record of leading across diverse ages, races, socio-economic statuses, ethnicities, sexual orientations and gender identities/expressions.

Required Skills and Experience:

- Minimum of five-years of experience in a senior-level leadership role, preferably as the head of a nonprofit organization or educational institution
- Intersectional understanding of LGBTQ cultural, political, and equity/justice issues
- Professional history that includes direct services, policy/advocacy, organizing, and/or capacity building, preferably in a LGBTQ (or allied social justice movement) environment

- Ability to set strategic vision and motivate team, Board, and external constituents to work collaboratively toward shared goals
- Proven success in fundraising and/or business development, including effective donor engagement and track record of revenue growth
- Able to positively coach and mentor others while ensuring accountability for results and outcomes
- Financial oversight and budget management experience in an organization of comparable size and complexity
- Experience building and maintaining effective partnerships and coalitions at both the grassroots and grass tops levels
- Strong written and oral communications skills
- Exceptional decision-making, analytical, and planning skills
- Bachelor's degree or equivalent/applicable professional experience will be considered

Desired Personal Characteristics

- Passionate commitment to Our Family Coalition's mission, values, and theory of change
- Calm, steady, and intentional approach to leadership and management
- Keen attention to detail, coupled with the ability to think strategically
- Strong interpersonal skills and high level of self-awareness
- Ability to manage effectively up, down, and across and to set boundaries and/or make critical decisions when necessary
- Sense of humor, accessibility, and ability build strong, trusting relationships
- Comfortable addressing issues of discrimination and bias that face individuals and families who are lesbian, gay, bisexual, queer, trans, non-binary, and/or people of color
- Openness to feedback from staff, Board, program participants, and other stakeholders
- Tenacity and resilience as well as a commitment to self-care

TO APPLY:

Inquiries, nominations, or applications (including a cover letter and resume) should be directed electronically and in confidence, to search@kevinchasesearch.com. We are pleased to answer any questions or supply further information.

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the Our Family Coalition. OFC is an equal opportunity employer; a diverse workforce and inclusive culture is a core value. OFC and Kevin Chase Executive Search Group encourages applications from all qualified individuals without regard to race, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.

Kevin Chase, Managing Partner
Kevin@kevinchasesearch.com

Catie DiFelice, Senior Associate
Catie@kevinchasesearch.com

Kevin Chase Executive Search Group

1800 Hi Point Street
Los Angeles, CA 90035
(323) 930-8948

www.kevinchasesearch.com

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.