

Recruitment Profile
for

Executive Director



Time Out Youth
Charlotte, NC

March 2021

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

RECRUITMENT PROFILE

Organization: Time Out Youth (www.timeoutyouth.org)

Position: Executive Director

Reports to: Board of Directors

Location: Charlotte, NC

ORGANIZATION:

Headquartered in Charlotte, North Carolina, Time Out Youth (TOY) offers support, advocacy, and opportunities for personal development and social interaction to lesbian, gay, bisexual, transgender, queer, and questioning (LGBTQ) youth ages 11-20.

TOY began as a weekly discussion forum for a small group of LGBTQ youth nearly 30 years ago. Today it provides programs and services ranging from discussion groups to emergency housing assistance to individual counselling to more than 70 LGBTQ youth every year. TOY is an integral part of Charlotte and the surrounding area's growing and diverse LGBTQ+ community.



TOY Board and Staff are working to create a strong, visible organization dedicated to ending the isolation of LGBTQ youth. Many of the young people TOY serves are BIPOC and/or queer, trans, or nonbinary-identifying, and as such can face marginalization and discrimination on multiple fronts. TOY provides support, affirmation, empowerment, and positive role models through various programs, activities, and counseling. Through support, advocacy, education, and events, TOY strives to create a climate where all LGBTQ+ youth feel safe and supported.

TOY is committed to:

- Providing a safe space for LGBTQ youth and their allies
- Building LGBTQ youth's self-concept to its fullest potential
- Offering diverse opportunities for group interaction that are open to all
- Promoting awareness, understanding, acceptance, and inclusion for LGBTQ youth

Advocacy is a core aspect of Time Out Youth's mission and programming. TOY advocates on behalf of LGBTQ youth in community, in schools, and within families. The organization provides opportunities to develop leadership skills, to raise awareness in the community, to make safer spaces for youth and allies, and to advocate for positive social change. TOY has designed programming around national and local awareness days and encourages their youth to be involved and speak out for equal rights and treatment of themselves and the LGBTQ+ community.

Time Out Youth also works directly with schools in Mecklenburg, Cabarrus, Gaston, Iredell, Lincoln, and Union Counties to provide resources such as trainings and workshops for K-12 teachers, staff, administrators, and students; Gay-Straight Alliance (GSA) Club and Network support; LGBTQ-inclusive policy writing; and Safe Schools resources, among other offerings.



TOY is supported by a 19-person Board of Directors and employs a staff of 9 full-and part-time employees. Its operating budget is just under \$1 million. Roughly 45% of the organization’s fundraising revenue is from grants, 28% from special events, 22% from individual donations, and the rest from earned income and contracts.

PROGRAMS, SERVICES, and EVENTS:

Services: Time Out Youth provides a variety of supporting and affirming services including:



- ❖ Emergency Financial Assistance
- ❖ Housing/Host Home Program
- ❖ Counseling
- ❖ Case Management
- ❖ HIV/STD Testing
- ❖ Employment Services
- ❖ Education (High School Diploma or GED)
- ❖ Food/Clothing
- ❖ Help with lost or stolen birth certificates, drivers’ licenses, or state ID cards

Programs: Time Out Youth programs are designed to provide LGBTQ+ youth with opportunities to connect with other youth and to express themselves without judgement or assumptions. These programs are currently being offered digitally in accordance with COVID-19 safety protocols.

- ❖ **Drop-In Space:** A fun, safe environment to unwind after school and connect with other youth and young adults. A safe space for hanging out, watching movies, and playing games. TOY also provides monthly drop-in space and discussion groups in Iredell, Gaston, and Cabarrus Counties.
- ❖ **Discussion Groups:** Discussion groups are designed to give youth a dedicated space to come together and discuss topics relevant to their identities and experiences. There are a variety of weekly discussion groups with topics ranging from healthy relationships, coming out, suicide, bullying, HIV/STDs, and many others.
- ❖ **Q-Chat Space:** Similar to in-person discussion groups, TOY offers a live, chat-based online discussion group where youth can come together and discuss topics relevant to lives and identities.
- ❖ **Friday Night Fun:** Friday nights are about having fun and building community. Fridays begin with a meal followed by activities such as movie nights, game nights, karaoke, art, and special trips.
- ❖ **David Bohnett Cyber Center/Library:** A state-of-the-art Cyber Center providing free internet access and computer software for job applications, college applications, homework, and social interaction. The Library provides over 1,000 books focused on and celebrating LGBTQ+ life.
- ❖ **CampOUT:** An annual summer day camp providing opportunities for social engagement, leadership development, community service, and fun!
- ❖ **Advocacy/Awareness:** Programming designed around national and local awareness days; Transgender Day of Visibility, Day of Silence, LGBT History Month, Pride Charlotte, World AIDS Day, and more.
- ❖ **Healthy Relationships:** A grant funded project to help LGBTQ youth foster healthy relationships through resources, case management, and supportive services.

Special Events: TOY celebrates Advocacy Days and cultural events help to expand its reach and to embrace the multiple LGBTQ and non-LGBTQ identities its youth hold. It celebrates national holidays and traditions, including Black History Month, Youth Prom, Pride, Friendsgiving (Thanksgiving), Halloween, Winter Holidays and others.

(For more information about Time Out Youth, please visit www.timeoutyouth.org)



REPORTING:

This position reports directly to the Board of Directors, with primary accountability to the Executive Committee. The E.D. will manage a team of 9 full- and part-time staff, as well as interns from universities in the area.

POSITION SUMMARY:

The Executive Director will assume primary operating and oversight responsibility for Time Out Youth in accordance with the strategic direction set by the Board of Directors. This person will drive strategic, operational, administrative, and financial decisions and will work with Board, staff, donors, and partner organizations to advance TOY's mission of inspiring inclusive communities where all youth are equally empowered to reach their true potential. The E.D. will bring new energy and new ideas to TOY and will work with the Board and Stakeholders to develop and implement a renewed strategic vision, with a focus on the following organizational priorities:



- Ensuring financial sustainability through growth and diversification of fundraising programs
- Bringing critical thinking to increasing program capacity, impact, and reach, as well as to resuming in-person service delivery post COVID-19
- Leading an expansion of housing programs and services for LGBTQ+ youth experiencing housing insecurity
- Raising public visibility, awareness, and understanding of TOY's work and accomplishments
- Continuing to build on TOY's commitment to racial and gender diversity, equity, and inclusion at all levels of the organization

The E.D. will also act as a primary spokesperson, representing TOY and the communities it serves in public, with the community, in media, and at events.

PRIMARY RESPONSIBILITIES:

Organizational Leadership & Development

- Inspire, motivate, and lead a team of committed and engaged staff to realize the organization's mission, vision, and strategic goals;
- Lead long-range visioning and strategic planning in partnership with the Strategic Planning Committee and with engagement of staff, youth, and community partners;
- Provide leadership to on-going efforts to center youth needs and voices and to build a fully supportive, affirming, and inclusive workplace;
- Build strategic relationships and partnerships that will strengthen TOY's overall reputation, visibility, and reach in the market.

Fundraising

- Work with the Development Director and Development Committee to grow financial resources and strengthen TOY's financial position;
- Maintain positive, personal relationships with key individual and institutional funders;
- Partner with Board and Staff to engage their participation in growing TOY's base of financial support.

Staff Management and Program Support

- Foster a culture of accountability and professional excellence – including performance expectations and evaluations – while nurturing and supporting professional development;
- Establish human resources policies, procedures, and/or practices that support effective people strategies in the recruitment, selection, employment, and management of employees;



- Create development plans for team members that provide opportunities for continued learning, training, and professional advancement;
- Support Programs team in ensuring programmatic excellence, evaluation, and quality of services;
- Partner with team and youth participants to proactively identify opportunities to expand, improve, and/or redesign programs to meet evolving needs.

Finance & Administration

- Lead the development of budgets and related program and staffing plans that advance the organization's mission and strategic goals;
- Manage the organization's financial resources, employing sound financial practices and stewardship to ensure long-term viability and sustainability;
- Adhere to financial, governmental, and HIPPA regulations, providing appropriate reports and data analysis as required;
- Develop, improve, and implement organizational policies, procedures, and or systems;

Board Relations

- Work directly with the Board of Directors and Officers while maintaining an open and strong relationship;
- Provide insight and awareness into key topics that may impact or influence the agency;
- Partner with Board Members to implement strategic plans and identify areas of growth;

[NOTE: We understand no single candidate will have equal expertise in all of the areas above or all of the skills, experience, and characteristics below. Successful candidates will possess a compelling combination of many of them and the self-awareness and wisdom to leverage existing and/or new resources in the area(s) where they lack personal mastery.]

CANDIDATE PROFILE

The new Executive Director will be an inspiring, strategic, and collaborative leader with a high level of emotional intelligence and self-awareness. They will have a track record in organizational leadership and an inclusive management style, as well as the ability to support, mentor, and develop a close-knit team of dedicated, young professionals. In addition to lived experience as a member of the LGBTQ community, they should have demonstrated passion for TOY's mission and a deep understanding of and commitment to the issues facing LGBTQ youth.

The ideal candidate will have previous experience in a youth-centric environment and the ability to connect, on a personal level, to the youth and constituents TOY serves. They will be empathetic and approachable and will also bring professional skills and rigor to lead the organization to new levels of growth and success. Regardless of professional background, an understanding of the intersectionality of racial equity, gender equity, and social justice is of paramount importance.

REQUIRED SKILLS AND EXPERIENCE

- Minimum of five years of successful senior management (Executive Director, Deputy Director, or similar) and leadership experience, including strong strategic planning, staff management, operations, and external relations skills;
- Intersectional understanding of LGBTQ social, political, and equity issues and, in particular, their impact on LGBTQ youth;
- History of having led organizational expansion while facilitating greater mission achievement;
- Proven track record in nonprofit fundraising, with experience in individual giving, corporate/foundation support, grants/contracts, and/or special events;



- Previous financial oversight and budget management responsibility for an organization of comparable size and complexity – and with similar funding sources – to TOY;
- Content knowledge and expertise encompassing youth programs, mental and behavioral health, housing programs and services, and/or LGBTQ social services;
- Exceptional internal and external communications skills that can engage multiple, diverse stakeholders and inspire them to action;
- Ability to cultivate strategic relationships with other nonprofits, community organizations, public officials, LGBTQ Movement leaders, and non-LGBTQ allies;
- Experience working collaboratively and transparently with a Board of Directors or similar volunteer leadership group, with an emphasis on strategic planning and organizational change;
- Bachelor’s degree required. Master’s degree preferred. Equivalent combination of lived and professional experience also considered.

DESIRED SKILLS & EXPERIENCE

- Familiarity with therapeutic best practice models in schools, housing, and diverse communities;
- Experience with programs and services that directly address housing insecurity;
- Previous work in a youth-focused, direct service environment;
- Formal marketing, communications, branding, and/or media training;
- Professional history of working directly in the LGBTQ advocacy movement.

DESIRED PERSONAL CHARACTERISTICS

- Passionate commitment to TOY’s mission, values, and the people it serves;
- Strong interpersonal skills and high level of self-awareness;
- Unquestionable personal and professional ethics, integrity, and honesty;
- Calm, transparent, and collaborative approach and comfortable in structures with distributed leadership and decision making;
- Sense of humor, accessibility, and desire to empower/lift up others;
- Willingness to authentically engage in and facilitate dialogue around challenging issues;
- Attention to detail, coupled with the ability to think strategically;
- Openness to feedback from staff, Board, program participants, and other stakeholders;
- Ability to build bridges when working with diverse communities;
- Can create a sense of common purpose that transcends individual interests and identities.

OPPORTUNITY:

The new Executive Director of TOY will join a close-knit team of dedicated professionals who are deeply committed to the mission of providing direct support and opportunities for LGBTQ youth to live into their full potential. They will work directly with and have tangible impact on improving the lives of a diverse and intersectional group of LGBTQ youth who face marginalization and discrimination on multiple fronts. They will also work in partnership with other queer and allied social justice organizations to build more welcoming and equitable spaces for LGBTQ youth of all identities in their schools, homes, and communities.

TO APPLY

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of Time Out Youth. A diverse workforce and inclusive culture are core values. Kevin Chase Executive Search and Time Out Youth encourage 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.

Inquiries, nominations, or applications (including a resume and cover letter framing interest and fit with this Recruitment Profile) can be sent in confidence, to search@kevinchasesearch.com. We are pleased to answer any questions or supply further information.

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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.

