

Recruitment Profile

for the position of

Executive Director



LGBT Center of Raleigh
Raleigh, NC

FEBRUARY 2022

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title: Executive Director

Organization: LGBT Center of Raleigh

Reports to: Board of Trustees

Location: Raleigh, NC

ORGANIZATION & OPPORTUNITY:

The LGBT Center of Raleigh has been serving and supporting the LGBTQ+ community in Raleigh and surrounding areas since 1991; previously operating as Triangle Community Works, and before that as Coalition 807. With a mission of serving, empowering, and advocating for the well-being of the diverse LGBTQ+ communities living in the Triangle and beyond, the LGBT Center of Raleigh envisions an inclusive world where LGBTQ+ people are thriving, equal, and valued members of society.

This Executive Director position offers the unique opportunity to work collaboratively with Board, Staff, and community to re-envision and rebuild a healthy, thriving community center that is committed to understanding and serving the needs of LGBTQ+ individuals of all ages, racial and gender identities/expressions, abilities socio-economic statuses, and geography; one that can become a welcoming and inclusive hub of LGBTQ+ life in Raleigh and surrounding areas.

As noted in a recent public announcement (*see: [LGBT Center of Raleigh blog - Moving Forward](#)*), the Raleigh Center is emerging from a particularly challenging period in its history and a difficult, recent leadership transition. Last summer, the Board of Trustees decided to replace the prior chief executive and to engage an experienced LGBTQ+ leader for an intentional, interim period. This professional Interim Executive will remain in leadership with the LGBT Center of Raleigh until a new, permanent Executive Director is selected. It is envisioned that the interim will also lead the new executive's initial onboarding process.

During this transition period, the Interim E.D. and a newly configured Board of Trustees have been systematically reviewing and improving the organization's finances, internal systems and controls, revenue streams, and staffing structure to set the stage for a new, permanent executive to lead a fundamental re-building of this vital LGBTQ+ community organization. In partnership the Board of Trustees, the Interim E.D. has begun the work of reaching out directly to funders, partners, and stakeholders to acknowledge past leadership issues, accept accountability, and return focus to the LGBT Center of Raleigh's mission and future. This work is ongoing, with the objective of ensuring the permanent Executive Director's success by allowing them to step into organization that is better positioned for progress, growth, and expansion.

This will be a re-building exercise, to be sure – following a necessary re-alignment of staff, programs, and resources, the LGBT Center of Raleigh is currently operating from a downtown office location with 3 full-time and 2 part-time staff and an operating budget of around \$500,000 – but an opportunity that comes with a sense of purpose. The need for the kinds of affirming, supportive, and life-changing services a healthy LGBTQ+ Community Center can offer to North Carolina's capitol city has perhaps never been greater. And for a leader who knows and loves the LGBTQ+ community, feels called to this work, and has a vision for the future (along with the skills and tenacity to achieve that vision), this position has the potential to be a career-defining role.

For more information on the LGBT Center of Raleigh see www.lgbtcenterofraleigh.com

PROGRAM HIGHLIGHTS

Queer Life Initiative:

- Out! Raleigh Pride
- LGBT Library
- Bi in the Tri
- Disability Alliance
- Queer Women Connect
- Triangle Queer Artist Collective
(and more)

HealthWorks Initiative:

- HIV/STI Testing
- Connections (reconciling sexuality and spirituality)
- Financial Wellness
- LGBTQ+ Young Adult Support Group (w/ NAMI)
(and more)

Youth & Family Initiative:

- S.E.A.R.CH. Kids' Playgroup & Parent/Caregiver Discussion Group
- Queer YA Book Club
- Youth Drop In
- Youth Coffee House
- Aspyre Leadership Camp
(and more)

Transgender Initiative:

- TransGen
- SOFFA (Significant Others Friends, Family, and Allies)
- Nonbinary Tea Time
- Name Change/Gender Marker Clinics (as scheduled)
- Transgender Day of Remembrance
(and more)

Older Adult Initiative

- (new programs under development)

For a complete list of programs and initiatives, see:

lgbtcenterofraleigh.com/initiatives

REPORTING:

Reports to the Board of Trustees via the Board President. Works closely with the Executive Committee and Committee Chairs. Supervises a team of 2 fulltime and 2 part-part time staff.

THE POSITION:

The Executive Director will assume primary operating and oversight responsibility for the LGBT Center of Raleigh and will work closely with Board, Staff, and community partners to build a robust, sustainable, and welcoming Center that is representative and inclusive of the full diversity of Raleigh's LGBTQ+ communities. In concert with the Board of Trustees, they will have ultimate responsibility for strategic, operational, administrative, and financial stewardship and will actively engage internal and external stakeholders in creating a shared vision for the future.

The primary objective of the Executive Director will be to rebuild and revitalize the LGBT Center of Raleigh with particular emphasis on the following organizational priorities:

- Ensure ongoing financial sustainability through growth and diversification of fundraising programs, capacity, and results. In addition to individual donors, events, and corporate supporters, this will also require building a portfolio of foundation and government grants.
- Continue rebuilding trust and repairing relationships within the organization and with community, clients, partner organizations, and other stakeholders
- Advance outreach to and authentic engagement of historically underserved LGBTQ+ individuals and communities
- Rebuild and stabilize professional staff with a focus on building a diverse team that represents the people and communities the LGBT Center of Raleigh serves
- Strengthen and improve operational systems and structures that support people, programs, and organizational growth

The Executive Director will also function as a primary representative of the LGBT Center of Raleigh and the people and communities it serves at public events, in the media, with policy makers, and in coalition with other allied community organizations and leaders.

POSITION RESPONSIBILITIES:

[NOTE: It is understood that no single candidate will have equal expertise in all these areas of responsibility. 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.]

1) Organizational Leadership & Strategic Development

- Lead long-range planning in partnership with Board of Trustees while engaging staff, volunteers, and community to advance the LGBT Center of Raleigh's work and mission;
- Develop and improve organizational infrastructure – including business processes, systems, policies, and tools – to maximize efficiency and support current and future growth;
- Develop and implement strategies to establish the LGBT Center of Raleigh as a respected community leader and partner.

2) Fundraising & Communications

- Partner with the Development Committee to grow financial resources and strengthen the LGBT Center of Raleigh's financial position through foundation and government grants, individual giving, corporate support, strategic partnerships, and special events;
- Maintain positive relationships with key individual and institutional funders, building relationships that inspire trust and expand financial commitments;
- Help to identify and pursue new fundraising programs and revenue streams that will broaden the organization's base of support;
- Work to deepen public awareness of the LGBT Center of Raleigh and the positive impact of its programs, services, and advocacy on behalf of LGBTQ+ people and their allies and loved ones.

3) Community Building & Outreach

- Nurture relationships and rebuild trust with community leaders, government agencies, partner organizations, local businesses, elected officials, and other external stakeholders;
- Work with the Board, staff, constituents, and community partners to identify and engage new individuals, groups, and communities – including women, youth, people of color, and trans/nonbinary people – in the LGBT Center of Raleigh's work and programs;
- Attend community events and cultivate speaking opportunities to deepen local networks, engage new donors, and expand community presence.

4) Financial Management

- Work with the Treasurer, Finance Committee, and Board of Trustees to proactively and transparently manage financial resources and commitments to ensure the organization's financial health and sustainability;
- Provide leadership and support to the contract accountant to ensure adherence to internal controls and accurate financial record keeping;
- Develop, manage, and monitor annual budgets as well as long-range financial planning;
- Deliver timely and accurate reports that clearly communicate the financial position of the organization to the Board of Trustees.

5) Staff Management & Development

- Inspire, motivate, and lead a team of committed and engaged professionals to realize the organization's mission, vision, and strategic goals;
- Maintain a professional climate that supports staff in setting and achieving goals while attracting and retaining top-quality staff;
- Ensure inclusion, representation, and racial and gender equity in hiring, professional development, performance evaluation, and compensation practices.

6) Program Management & Support

- Manage and support the Director of Education and Programs and the Program Team in growing, expanding, and aligning programmatic offerings to identified community needs;
- Partner with staff, program participants, and community members in proactively identify opportunities to expand, improve, and/or redesign programs to meet evolving needs;

- Support the development and implementation of systems for program evaluation, monitoring, and continuous improvement.

7) Board Relations

- Prepare and present appropriately detailed management, program, and financial reports monthly for Board of Trustees;
- Engage and coordinate efforts of various Board committees and task forces;
- Support and participate in efforts to grow and diversify the Board with a focus on equity, inclusion, and representation of the full diversity of the LGBTQ+ community in Raleigh.

CANDIDATE PROFILE:

The new Executive Director will be an experienced, charismatic, and visionary leader with a professional track record of organizational growth and mission advancement. They will bring a transparent, fair, and collaborative leadership style, along with the skills and experience to advance diversity, equity, and inclusion at all levels of the organization.

Successful candidates for this position will demonstrate personal passion for and understanding of the vital role a community center plays in developing and supporting a strong and healthy LGBTQ+ community. They will be empathetic, warm, and approachable and demonstrate the tenacity, grit, and determination necessary to rebuild and revitalize an organization. Regardless of professional background, an understanding of intersecting, marginalized identities (race, gender, ability, socio-economic status, etc.) and the issues facing LGBTQ+ North Carolinians is essential.

Desired Skills and Experience – Must Have:

- *Minimum* of five to seven years of successful senior management experience, including strategic planning, organizational growth and development, staff management, and external relations skills;
- Proven track record of nonprofit fundraising, including individual giving, corporate and foundation support, grants and contracts, and/or special events;
- Previous financial oversight and budget management responsibility for an organization or department of comparable (or larger) size and complexity;
- Ability to cultivate strategic relationships with other nonprofits, community organizations, public officials, LGBTQ+ Movement leaders, and non-LGBTQ+ allies;
- Excellent people and team management skills to positively coach and mentor staff while also ensuring accountability for results and outcomes;
- Strong diversity, equity, and inclusion (DEI) lens, with the ability to lead by example in centering racial, sexual, and gender equity in all facets of the organization;
- Exceptional internal and external communications skills that can engage multiple, diverse stakeholder groups and inspire them to action;
- Expertise in the development and improvement of organizational infrastructure – including processes, systems, policies, and protocols.

Supplemental Skills and Experience – Nice to Have:

- Previous experience in program development and evaluation;
- Formal marketing, branding, and/or communications training;
- Understanding and knowledge of social media;
- Prior work in/knowledge of Raleigh, North Carolina, or the LGBTQ+ movement;
- Development and implementation of HR practices, policies, and protocols;
- Previous experience in a community-based, direct-service organization;
- Start-up, turn-around, or change management experience;
- Experience working with a Board of Trustees, Directors, or similar volunteer leadership group.

Desired Personal Qualities and Characteristics:

- Unquestionable integrity, honesty, and ethics;
- Demonstrated commitment equity, inclusion, and social justice;
- Shared lived experience and perspectives with LGBT Center of Raleigh’s members, constituents, and partners;
- Effective communicator and active listener;
- Openness and collaborative, but can be decisive when necessary – not afraid to make difficult or unpopular decisions;
- Resilient, good boundaries, and practiced in self-care;
- Cultural competence and humility, can connect authentically w/diverse constituencies and audiences;
- Good judgment; makes decisions based on data, input, wisdom, and experience;
- Genuine desire to empower and uplift others;
- Willingness to authentically engage in and facilitate dialogue around challenging issues;
- Bias for action and prioritizes and demonstrates results;
- Patience and a sense of humor.

COMPENSATION AND BENEFITS:

The LGBT Center of Raleigh is offering a comprehensive compensation package that includes a base salary in the range of \$80,000 to \$100,000 (depending on skills and experience), full health insurance coverage (medical, dental, vision), and generous paid time off.

TO APPLY:

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.

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of the LGBT Center of Raleigh. The LGBT Center of Raleigh is an equal opportunity employer; a diverse workforce and inclusive culture are core values. The LGBT Center of Raleigh and Kevin Chase Executive Search Group welcomes applications from all qualified individuals without regard to race, ethnicity, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, ability, or veteran status. LGBTQ+ and/or BIPOC candidates are strongly encouraged to apply.

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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.