

Recruitment Profile
for the position of

Executive Director



Brooklyn Community Pride Center
Brooklyn, NY

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

POSITION DESCRIPTION

Title:	Executive Director
Organization:	Brooklyn Community Pride Center (www.lgbtbrooklyn.org)
Reports to:	Board of Directors
Location:	Brooklyn, NY <i>(BCPC operates in an in-person/in-office environment. Candidates for this position should be in, or easily commutable to, BCPC's locations.)</i>

ORGANIZATION & OPPORTUNITY:

Brooklyn Community Pride Center (BCPC) is a vital community partner and the largest, most comprehensive provider of programs, services, and social support to Brooklyn's growing and diverse LGBTQ+ population. Through its own programs and deep partnerships with other community-based organizations in Brooklyn, BCPC provides a safe and affirming space for LGBTQ+ identified folks across the spectrum – from young people to elders – to access positive, life-affirming services and to connect with other members of their communities to celebrate, heal, learn, create, organize, and socialize together.

Based on demographic data, the need for a thriving, robust, LGBTQ+ community center in Brooklyn couldn't be any more profound. Of the 8.5 million residents in New York City's five boroughs, nearly one-third live in Brooklyn – more than any other borough; this includes ~34% of New York City youth. Brooklyn also has the highest proportion of transgender or nonbinary-identified individuals, and the largest number of lesbian residents. Around 38% of Brooklyn's population are immigrants and its LGBTQ+ residents are twice as likely as those living in Manhattan to be people of color.

BCPC has pursued an innovative growth strategy, partnering with established community partners (including Ali Forney Center, Brooklyn GHOST Project, Callen-Lorde Community Health, Family Health Centers, Hetrick-Martin Institute, and Stonewall Community Development Corp. among others), to deliver programs and services. BCPC offers space, staff support, and outreach for these organizations, and for other community groups and volunteers, to bring their offerings to BCPC members. BCPC also develops original programming based on community needs, but these program partnerships will remain a primary driver of growth and expansion.

Though still relatively small and with a strong grassroots, community orientation, today's BCPC reflects significant growth and expansion over the last several years. The organization was founded in 2008 and originally operated on a limited schedule from a single conference room in Brooklyn Borough Hall. BCPC now operates Mondays through Fridays from two locations with dozens of groups, events, activities, and programs. In addition to its existing facility in Bed-Stuy, BCPC expanded to a second location at the Major R. Owens Health & Wellness Center in Crown Heights in 2021, after a year-long capital campaign and build out.

BCPC has a current revenue budget of around \$1.2 million and a team of six full-time and five part-time staff, in addition to a host of volunteers. This represents a nearly 300% increase in the size of staff and budget in less than four years. About 70% of BCPC's funding comes from the New York City Council, through a range of city agencies and departments. The remaining funding is a mix of foundation, corporate, and individual gifts, special events, and earned revenue. BCPC is governed by a nine-person, volunteer Board of Directors. Following the departure of its previous Executive Director in late summer 2022, the organization appointed an Interim Executive Director to steward the organization through its leadership transition.

For more information on the Brooklyn Community Pride Center, see www.lgbtbrooklyn.org.

Opportunity: BCPC is in the midst of an exciting period of transformation; concurrently recruiting a new executive leader, embarking on strategic planning, and working to strengthen and scale operations with limited non-restricted funding. This Executive Director position provides the opportunity to lead a vital community organization through a time of change, and to bring their own lived and professional experience to build a solid, secure, and increasingly impactful community center to serve Brooklyn’s LGBTQ+ community. The successful candidate will significantly and directly inform what the organization becomes, who it serves, how it engages constituents, and how its work is resourced.

There is nearly unlimited potential for organizational growth at BCPC. This position is a unique opportunity to join a dedicated and passionate team and to provide new, creative leadership in addressing current needs (including staff growth, ongoing lease negotiations, and greater diversification of funding streams), and to set a course for the future. The need for a welcoming, inclusive, and responsive LGBTQ+ community center in Brooklyn will only intensify in the coming years.

REPORTING:

The Executive Director reports to the Board of Directors (via the Executive Committee) and supervises the team of 10 full-time and part-time staff, plus dedicated volunteers. Current direct reports include the Directors of Programs and Development, and the external providers of human resources and bookkeeping/accounting support.

THE POSITION:

The Executive Director will assume primary operating and oversight responsibility for BCPC and its two operating centers. In concert with the Board of Directors, 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. They 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 Brooklyn’s LGBTQ+ communities.

A primary responsibility of the new Executive Director will be to work with stakeholders to finalize and implement a new strategic plan. They will provide motivational leadership to BCPC with a particular emphasis on the following organizational priorities – all with an intentional focus on equity, inclusion, and anti-racism:

- Ensuring financial sustainability through increased revenue generation and sound financial stewardship;
- Developing and implementing organizational growth strategies – including increased staffing – to expand capacity;
- Strengthening operational systems and structures that support BCPC’s people and programs;
- Raising visibility, awareness, and understanding of BCPC’s work and accomplishments with all audiences;
- Growing, expanding, and continually evaluating programs and services to align with evolving community needs.

Program Highlights

Health & Wellness

- Onsite counselling via a fulltime, on-staff social worker and in partnership with Callen-Lorde
- On-site and mobile HIV & STI testing and PReP and PEP support services
- Weekly and monthly inclusive sports programs, including basketball, swimming, yoga, and Pilates

Social Services

- Onsite housing services in partnership with Stonewall CDC
- Cultural programming and support for LGBTQ+ immigrants with Caribbean Equality Project
- LGBTQ+ elder support groups and connection to additional resources
- Support for incarcerated LGBTQ+ community members

Youth & Family

- Counseling, housing assistance, internships, and social services for LGBTQ+ youth in partnership with Ali Forney Center & Hetrick Martin Institute
- Parent support groups and monthly family potlucks for LGBTQ+ parents and families with LGBTQ+ children
- Sexual health education for young people in partnership with CAMBA

TGNC Support

- Case management services
- Regular, peer-led support groups for TGNC and Bi/Pansexual community members
- Partnership with GHOST Project, providing life skills development and social events for the BIPOC TGNC community

Program Highlights (cont'd)

Economic Wellness

- Career coaching and connections to job opportunities, financial literacy workshops, and referrals to benefits and social services
- Workforce programming in partnership with HRC Advisory Council

Arts & Culture

- Writer's workshops, storytelling, book clubs, author book presentations, and movie nights
- Craft workshops, performances, ballroom rehearsals

For additional information on BCPC Programs and partnerships see:

<https://BPCP 2023 Programs Overview.pdf>

The Executive Director will also function as a primary representative of the BCPC and the individuals and communities it serves at public events, in the media, with policy makers.

POSITION RESPONSIBILITIES:

[It is fully understood that no single candidate will have equal expertise across all of these areas of responsibility. Successful candidates will demonstrate a compelling combination of many of them and the self-awareness and professional maturity to leverage existing or new resources in the area(s) where they lack personal experience.]

1) Organizational Growth & Leadership

- With the Board of Directors, Staff, and community members, create short and long-term strategic plans in support of BCPC's work and mission;
- Lead Board and Staff in implementing and operationalizing these plans;
- Develop and improve organizational infrastructure – including processes, systems, policies, and tools – to maximize efficiency and support future growth;
- Provide vision and oversight to program growth and expansion, including conducting external needs assessments and internal reviews of program effectiveness.

2) Fundraising & Revenue Diversification

- In collaboration with the Director of Development and Development Committee of the Board, create and implement fundraising plans to ensure the immediate and long-term financial health of the organization;
- Work closely with the Director of Development to ensure all fundraising and revenue goals are met or exceeded;
- Provide strategic thinking and direction to diversifying revenue sources; in particular, increasing individual, foundation, and corporate giving, special events, and earned income;
- Personally manage and steward key relationships with individual and institutional donors.

3) Finance & Operations

- Provide transparent fiscal stewardship of BCPC, ensuring appropriate resource utilization and operation of the organization in a positive financial position;
- With support from an external H.R. consultant, manage human resource administration, including compliance, risk management, performance management, training, and professional development;
- Work with the Board Treasurer and Finance Committee to develop, approve, and manage annual revenue and expense budgets;
- Manage the relationship with and oversee the work of BCPC's external accountant and bookkeeper;
- Oversee rented facilities including, managing relationships with landlords and addressing maintenance, repair, and workplace safety issues as necessary.

4) Programs & Community Building

- Manage and support the Director of Programs in growing, expanding, and aligning programmatic offerings to identified community needs;
- Support the development and implementation of systems for program evaluation, monitoring, and continuous improvement;

- Nurture relationships with community leaders, elected and appointed officials, partner organizations, and other external stakeholders;
- Attend community events and cultivate speaking opportunities to deepen local networks, engage new donors, and expand community presence;
- Develop and implement strategies to further establish BCPC as a respected community leader and partner and *the* “go-to” organization for LGBTQ+ programs, people, and information in Brooklyn.

5) Staff Management and Board Relations

- 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.
- Prepare and present appropriately detailed management, program, and financial reports for Board of Directors;
- 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 Brooklyn.

This is a comprehensive description of the core aspects of organizational management being sought for this role. Folks with deep community connections and experience that aligns with the work and mission of BCPC are encouraged to apply, whether or not they have history/experience in all these areas of responsibility. There is strong support from the management team and Board of Directors to add additional staff or consultants to increase capacity in the near future – based on organizational needs and the profile of the newly hired E.D.

CANDIDATE PROFILE:

The new Executive Director will be an experienced, charismatic, and motivational leader with a professional track record of organizational development and mission advancement. They will bring a transparent, inclusive, 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 also demonstrate an understanding of, and personal passion for, the vital role a community center plays in developing and supporting a strong, healthy LGBTQ+ community.

Key to success in this role will be leaning into the critical organizational development needs – further professionalizing operations, systems, policies, staff roles and responsibilities, etc. – while also advancing mission, vision, and strategy. Candidates should have a personal style that is empathetic, warm, and engaging, along with the ability to set healthy boundaries, hold people accountable, and actively listen/respond to the needs of a wide range of internal and external constituents. Regardless of professional background, an understanding of intersectional identities and issues (race, gender, ability, socio-economic status, etc.) in the LGBTQ+ community is essential.

Desired Skills and Experience (Should Have):

- Minimum of five years of successful senior-level leadership experience; preferably including experience in a nonprofit, direct service environment;
- Strong diversity, equity, and inclusion lens, with the experience to lead by example in centering racial, sexual, and gender equity, as well as disability justice, in all facets of an organization;
- Proven track record of nonprofit fundraising, including individual giving, corporate and foundation support, grants and contracts, earned revenue, and/or special events;
- Previous financial oversight and budget management responsibility for an organization (or department) of comparable – or larger – size and complexity;

- Expertise in organizational development, including the creation or improvement of operations, systems, administration (legal, IT, HR, risk management, facilities), and/or organization policies and protocols;
- Excellent people and team management skills to positively coach and mentor staff – across departments and functions – while also ensuring accountability for results and outcomes;
- Ability to cultivate strategic relationships with other nonprofits, community organizations, public officials, LGBTQ+ Movement leaders, and LGBTQ+ allies;
- History of working directly with, in, or on behalf of the individuals and communities BCPC serves; in particular, lower-income queer, trans, and nonbinary people of color;
- Exceptional internal and external communications skills that can engage multiple, diverse stakeholder groups and inspire them to action.

Supplemental Skills and Experience (Nice to Have):

- Existing knowledge of/connections to Brooklyn’s LGBTQ+ community, partners, funders, and organizations;
- Previous experience in a nonprofit, direct service organization, including content familiarity in one or more of BCPC’s programmatic areas;
- Knowledge of/experience in facilities management, service center operations, and staffing models;
- Previous experience in program development and evaluation;
- Formal marketing, branding, and/or communications training;
- Knowledge of developing and implementing HR practices, policies, and protocols;
- Experience working with a Board of Directors or similar volunteer leadership group.

Desired Personal Qualities and Characteristics:

- Strong interpersonal skills and high level of self-awareness;
- Demonstrated commitment to centering the needs of the most marginalized LGBTQ+ individuals and operating within a broader social justice framework;
- Ability to connect authentically with people at all levels of power, privilege, ability, socio-economic status, and ideologies across the political spectrum;
- Open and collaborative by nature, but can be decisive when necessary – not afraid to make difficult or unpopular decisions;
- Bridge builder, collaborator, and reliable partner – internally and externally;
- Willingness to authentically engage in and facilitate dialogue around challenging intersectional issues;
- Resilience, good boundaries, and practiced in self-care;
- Patience, thick skin, sense of humor;
- Shares BCPC’s Core Values: Inclusion, People First, Safety, Respect, and Transparency.

COMPENSATION AND BENEFITS:

Brooklyn Community Pride Center is offering a comprehensive compensation package that includes a starting salary in the range of \$150,000 and a generous benefits package. Benefits include United Health Oxford health plan, (BCPC pays 100% of premium costs for employees), paid holidays plus 23 days of PTO annually, \$50 p/month of mobile phone reimbursement, TransitChek (as a pre-tax payroll deduction), Flexible Spending Account (FSA) with an employer match of up to \$850 per year, and simple IRA retirement plan upon eligibility.

As an additional investment in the new Executive Director’s success, BCPC is prepared to provide funding to engage an Executive Coach for a minimum of one year, and will support the pursuit of additional professional development and training as such needs and opportunities are identified.

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 Brooklyn Community Pride Center. Brooklyn Community Pride Center is an equal opportunity employer; a diverse workforce and inclusive culture are core values. LGBTQ+ and/or BIPOC candidates are strongly encouraged to apply. Brooklyn Community Pride Center 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.

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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.