

# Recruitment Profile

*for the position of*

## Vice President, Programs



**equality**federation

***EQUALITY FEDERATION***  
***Remote (U.S.)***

LEADERSHIP TRANSITION | EXECUTIVE SEARCH | BOARD ADVISORY

**Title:** Vice President of Programs

**Organization:** Equality Federation ([equalityfederation.org/](http://equalityfederation.org/))

**Reports to:** Deputy Executive Director

**Location:** Remote (Anywhere in the United States with access to high-speed internet and an airport.)

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**ORGANIZATION OVERVIEW:**

Equality Federation is an advocacy accelerator – rooted in social justice – working to advance equality and to protect the lives and rights of LGBTQ+ people. Since 1997, it has been building, supporting, and organizing a national coalition of 46 member organizations to solidify a state-based advocacy movement that is committed to advancing LGBTQ+ equality and defeating anti-LGBTQ+ legislation across the country. Through education, training, capacity building, constituent engagement, and leadership development, Equality Federation aims to ensure that every state has an active, informed, and fully equipped base of pro-equality advocates.

Equality Federation’s work is rooted in the knowledge that the greatest opportunities for victories to improve the lives of LGBTQ+ people exist at the state level – where the work is hard, but the impact is direct and immediate. With coordinated 501(c)(3) and 501(c)(4) efforts, Equality Federation and its member organizations are advocating and engaging with local constituents to influence policy change. Equality Federation also provides cutting-edge technology, data tools, and campaign support to its members. From Equality Florida to Freedom Oklahoma to Basic Rights Oregon, Equality Federation is strategically and collaboratively amplifying the power of the state-based LGBTQ+ movement.

Under the leadership of current Executive Director [Fran Hutchins](#) (she/they), Equality Federation has grown from \$1.7 MM to more than \$3.5 MM in revenue over the last three years. The team has grown from 9 to 15 employees, with additional growth projected for the near future. The organization is governed by an 18-member, volunteer Board of Directors who represent the full lived and professional diversity of the LGBTQ+ community and includes leaders of partner organizations, allies, and champions of social and racial justice from across the country.



**The Opportunity**

The addition of this new Vice President, Programs position (and a peer V.P. position with responsibility for donor development, stewardship, and communications) reflects the recent growth and success of Equality Federation, as well as the nearly unlimited need and potential to strengthen and support the state-based equality movement. This position offers the opportunity to join a visionary leadership team in continuing to transform the organization and grown its programs to meet the evolving needs and challenges faced by LGBTQ+ people. One need only look at the number of anti-LGBTQ+ bills proposed by state legislatures this year to understand that the work of the Equality Federation and its state partners is perhaps more critical than ever. This position will have high-level strategic and oversight responsibility for all programs and will work collaboratively with a talented and dedicated team to ensure maximum impact and results.

## PROGRAM HIGHLIGHTS

### Advocacy & Civic Engagement

- **State Legislative Support:** Direct support and technical assistance to pass pro-equality legislation and prevent anti-LGBTQ+ bills at the state level
- **Integrated Voter Engagement Campaigns:** Training, support, and technical assistance on issues such as voter engagement, education, and turnout
- **HIV and Public Health Policy:** Focused efforts to end the criminalization of HIV, advance policies to end the epidemic, and advance LGBTQ+ health equity
- **Electoral Programs:** Engagement of LGBTQ+ people and our allies in voting, advocacy, and organizing to shift the balance of power at the local, state, and national levels

### Leadership & Organizational Development

- **Leadership Conference:** Annual convening of state leaders and national partners for training, peer learning, and networking
- **Training & Technical Support:** Customized deliverables for Movement leaders and organizations at all stages of development
- **Organizational Development:** Expertise including on-site training, planning, and facilitation, communication strategy, and other technical support
- **Executive Director Coaching:** Formal co-horts and individual, ad-hoc coaching and mentoring for member orgs & leaders

For more information, see:

<https://www.equalityfederation.org/what-we-do>

Equality Federation won't stop until all LGBTQ+ people are fully empowered and represented in their communities and experience full lived and legal equality in their lives. The organization is committed to working alongside its state-based partners to catalyze the national movement for social and racial justice and to win critical policy changes that protect LGBTQ+ lives and rights.

### REPORTING:

Reports directly to the Deputy Executive Director. Responsible for leading a fully remote team of six dedicated and passionate full-time staff. Direct reports are the Director of Advocacy & Civic Engagement and the Director of Leadership Programs. This team is anticipated to continue to grow and expand in the near future.

### THE POSITION:

In this newly created position, the Vice President of Programs will assume responsibility for leading the program team to expand, improve, and innovate current and future Equality Federation programs. This person will work to integrate and coordinate program offerings across platforms. As a member of the Executive Leadership Team, they will contribute to Equality Federation's overall growth and success by helping shape organizational strategy.

### PRIMARY RESPONSIBILITIES:

#### **Program Strategy & Leadership**

- Shape the overall vision and strategy for all programs – in alignment with Equality Federation's strategic plans and the needs of its members – including the development and integration of new programmatic areas;
- Ensure coordination and integration of all program activities (including those executed outside the program team);
- Evaluate progress toward goals and adjust strategies and tactics as needed;
- Lead efforts in program development, planning, measurement, and evaluation.

#### **Staff Management**

- Inspire, motivate, and lead a team of committed and successful and engaged professionals to realize strategic goals;
- Direct, collaborate with, and support the work of the Director of Advocacy & Civic Engagement and the Director of Leadership Programs;
- Maintain a supportive work environment climate that prioritizes empowerment, collaboration, and career advancement and that attracts/retains quality staff;
- Actively seek and encourage opportunities for personal and professional development for all Program staff.

### **Relationships & Coalition Building**

- Expand and strengthen networks and collaborative relationships with LGBTQ+ and other progressive advocacy organizations;
- With the Director of Advocacy & Civil Engagement and Director of Leadership & Organizational Development, develop and steward effective relationships with state partners and their leaders;
- Represent Equality Federation on some national coalitions;
- Foster cross-movement learning and collaboration;
- Vet state-based advocacy organizations for potential Federation membership.

### **Communications & Funding**

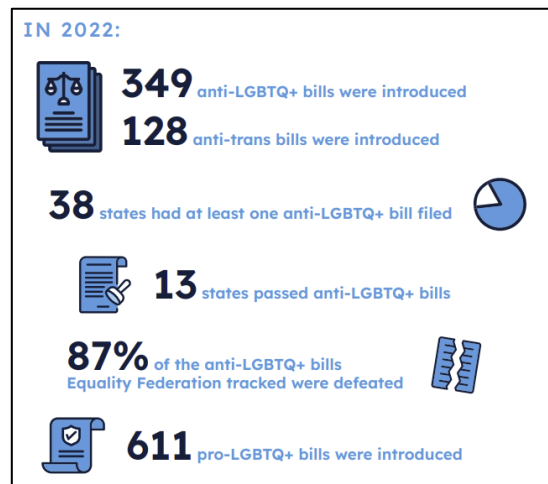
- Contribute to efforts to increase visibility of the Equality Federation brand and provide leadership to the national movement;
- Coordinate the Program team’s support of a staff Grant Writer, including providing program data and statistics and creating compelling narratives for applications and reports;
- Represent the organization to key funders as a high-level ambassador for the organization;
- Maintain relationships with key foundations and individual donors in coordination with the Development team.

### **CANDIDATE PROFILE:**

You are an experienced, visionary, and collaborative leader of nonprofit organizations and teams. You have a successful track record of developing and leading programs that advance social justice. You have experience in the progressive advocacy space and a passion for empowering partner organizations and leaders. You value diversity of thought, background, identity, perspective, and lived experience. You encourage and embrace new ideas and approaches. You excel at creating a shared vision for success and engaging internal and external partners to achieve it. You establish clear goals and objectives and can inspire, empower, and support your team to meet or exceed them. You understand the power of data and storytelling to advance a mission.

### **Required Skills & Experience (should have)**

- Strong leadership and management skills, including previous experience supervising program teams, portfolios, and budgets of similar (or larger) scope and scale;
- Demonstrated personal and/or professional commitment to advancing LGBTQ+ and allied progressive movements, issues, and values;
- Strongly developed racial equity analysis and lens;
- Successful professional track record in organizing, advocacy, leadership development, organizational development, and/or capacity building programs;
- Deep experience in social justice advocacy organizations and movements;
- Expertise in program design, evaluation, and measurement, as well as an intersectional approach to program integration;
- History of building coalitions and partnerships within and across progressive movements;
- Experience building relationships with foundations, donors, donor networks, and donor advisors;
- Ability to travel within the U.S. up to 15 to 20% of the time.



***Desired Experience (nice to have)***

- Experience in organizations with both (c)(3) and (c)(4) arms;
- Knowledge of membership or affiliate-based organizations;
- Formal training, education, and/or experience in leadership development tools and methodologies;
- Previous experience managing fully remote teams;
- Existing connections/networks in the national LGBT+ or allied social & racial justice movements;

***Personal Characteristics***

- Strong personal connection to the mission and goals of Equality Federation;
- Determination, focus, and ability to consistently deliver excellent quality work;
- Ability to lead with humility, approachability, and accessibility;
- Strong ability to delegate and to engage and empower the existing knowledge and expertise of one's team and peers;
- High level of emotional intelligence, empathy, and self-awareness;
- Commitment to helping team members grow and learn by being a mentor, facilitator, and coach;
- Good judgement, professional maturity, and ability to maintain confidentiality;
- Capacity to remain focused under pressure and deliver against timelines;
- Able to work independently as well as within a team.

**[NOTE: Research shows members of marginalized groups are less likely to apply for positions unless they meet 100% of a job description; please consider applying even if you don't meet all of these criteria.]**



**COMPENSATION:**

Equality Federation is offering an attractive and comprehensive compensation package for this position, including salary in the range of \$135,00 to \$150,000 and the ability to work anywhere in the United States with access to broadband internet and a major airport. Benefits include health, dental, and vision insurance, Transgender Wellness Fund, flexible savings account, retirement plan with a 3% employer match, basic life insurance, AD&D and long-term disability insurance, \$100 per month pre-tax cell phone/internet allowance, 11 paid holidays, and a sabbatical after seven years of employment.

**CONTACT:**

Kevin Chase Executive Search Group has been retained to lead this recruitment effort on behalf of Equality Federation. Equality Federation is an equal opportunity employer that champions a diverse workforce and anti-racist principles and practices. Equality Federation and Kevin Chase Executive Search Group welcome applications from all qualified individuals without regard to race, ethnicity, national origin, age, familial status, military status, religion, disability, genetic information, sex, sexual orientation, or gender identity and expression. We strongly encourage and welcome applications from people of color, indigenous people, and people of queer, transgender, and nonbinary experience.

To apply, please submit a complete resume with full employment history and a cover detailing your interest in the position and the professional and/or lived experience you believe makes you a uniquely qualified candidate for this role directly to [search@kevinchasesearch.com](mailto:search@kevinchasesearch.com) . All inquiries, applications, or referrals will be held in strict confidence.



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

