



119 E Hargett St. • Raleigh, NC • 27601 • 919.832.4484 • www.lgbtcenterofraleigh.com
HR@lgbtcenterofraleigh.com

JOB ANNOUNCEMENT

Executive Director

The LGBT Center of Raleigh (the Center) serves as a hub of the lesbian, gay, bisexual and transgender (LGBT) community of Raleigh, NC and surrounding areas.

The Center empowers people to live rich, healthy lives and to discover the strength found in community through a wide variety of programs, services and activities. These include: a variety of programming produced by dozens of community groups and organizations which meet throughout the year; several support and social group meetings, as well as a plethora of educational opportunities, some provided by members of our community and our friends and allies. In addition, one of the Center's prime functions is to provide free HIV/STI testing through our community partners.

Located in the heart of downtown Raleigh, North Carolina, the Center (www.lgbtcenterofraleigh.com) has a staff of four, a ten-member Board of Directors and an annual operating budget of approximately \$500,000. Board and staff have recently completed an in-depth five-year strategic plan, which includes key programmatic and advocacy goals as well as enhanced fundraising, marketing and communications efforts.

Basic Function

The Executive Director will be a visionary leader and strategist who will both fully embrace the current mission of the Center and continue to strengthen it, understands the breadth and diversity of its programs, and appreciates the communities it serves. They will provide the overall direction for the Center and its activities, finances and funding, and will ensure that programs and services maintain the highest level of quality, efficiency and cost-effectiveness while responding to the changing needs of the LGBTQ+ community in Raleigh and beyond, particularly focusing on those needs that the Center is uniquely positioned to address. The Executive Director must be able to strategically manage the institution, delegate responsibility through a professional and highly committed senior staff, and assume ownership of the newly developed strategic plan. Ultimately, with assistance from the board of directors, the Executive Director will refine and shape the strategic plan, while also ensuring implementation of its programmatic, financial and marketing goals.

Reporting to the Board of Directors and working closely with the Board Executive Committee, the Executive Director will ensure that the Center is fiscally and administratively sound, and that its programs continue to be innovative, socially useful and meaningful enough to engage existing and new members, users and funders. They will be expected to have a vision of the meaning of a community center in the 21st century that is compelling and pragmatic, visionary, and realistic. They should have an understanding of the unique strengths of and challenges to the Center that distinguish it from other community organizations. The Executive Director will ensure that the Center's programming reflects its mission. They will engender the trust and confidence of Board, staff and other stakeholders so that the organization and its programs and funding sources are enhanced and supported.

The LGBT Center of Raleigh is a tax-exempt 501-c-3 corporation.
Tax ID#: 26-2998186



119 E Hargett St. • Raleigh, NC • 27601 • 919.832.4484 • www.lgbtcenterofraleigh.com
HR@lgbtcenterofraleigh.com

Key Priorities

The Executive Director will:

- Thoroughly understand the Center, its history and culture, purpose and programs, staff and Board structure, stakeholders, finances, and sources of support;
- Establish a solid working partnership with the Board Chair, the Executive Committee, and other Board members, gaining their confidence and forging relationships that will engage, encourage and direct their best ideas and efforts for fundraising, strategy and planning;
- Know the financial status of the organization including the budgetary process, operating statements, cash flow and working capital; supervise the development of the Center's operating, capital and working capital budgets; work closely with the Treasurer and bookkeeper to ensure that appropriate systems, processes and financial controls are in place and that funds are spent wisely; closely monitor the flow of government funding and reporting and its relationship to the Center's cash flow; ensure that the Center's funding base of government, foundation and private support is sufficient to support activities and sustain growth over the long-term;
- Thoroughly understand and evaluate the Center's programs; know who the organization is currently serving; evaluate and recommend strategies to expand the base of Center users, particularly in regards to communities of color and other underserved communities; understand how the Center's programs are structured and funded, and understand how money is being spent and what it costs to deliver services efficiently; set priorities for program spending based on the strategic plan's goals; understand the landscape of existing organizations in our community to ensure that the Center's programming is unique, necessary and builds on its strengths and mission; be responsible for maintaining bottom-line accountability throughout the organization;
- Serve as an active and persuasive fundraiser on behalf of the Center; work with the Director of Development (once hired), their staff of volunteers, and key Board members to evaluate the effectiveness of current fundraising strategies and develop new initiatives, as needed; take ownership of the capital campaign, (if applicable), building on its successful start and continuing to solicit major gifts and pledges from Board members and other major supporters;
- Assume a visible external role as an advocate for LGBTQ+ issues through the Center's initiatives; ensure that the Center remains a proactive leader and catalyst for policy and funding changes at the local, state and national levels; realign and prioritize the Center's advocacy efforts in order to clarify goals and present a compelling case for private support;
- Review and assess the Center's organizational structure, ensuring that reporting relationships are rational and clearly defined, and that appropriate staffing is in place to make certain that the organization's programs and operations are professionally and efficiently administered now and in the coming years.



119 E Hargett St. • Raleigh, NC • 27601 • 919.832.4484 • www.lgbtcenterofraleigh.com
HR@lgbtcenterofraleigh.com

Key Responsibilities

The Executive Director will also have ongoing responsibility for the following:

Vision, Leadership, and Motivation

- Oversee the day-to-day operation of the LGBT Center of Raleigh;
- Lead from a broad strategic perspective while keeping a finger on the pulse of the incredibly active 365-day-a-year life of the Center as well as the ever-evolving issues of concern to the LGBTQ+ community; ensure that day-to-day operations are smoothly and effectively administered; maintain strong internal communication and coordination among programmatic and administrative areas;
- Oversee and supervise the proper credentialing of the Center to make sure it is compliant with all government standards, statutes, and guidelines and meets all federal requirements;
- Exercise and encourage an accountable, supportive and decisive leadership style with all staff; provide training, mentoring and other means to strengthen the level of professionalism across the organization;
- Supervise, motivate and evaluate staff while delegating to and sharing responsibilities with the senior staff; ensure that there are well-defined goals and benchmarks of success.

Programming and Planning

- Working with the Board, provide programmatic vision and direction; evaluate existing and new programs to ensure that they are soundly managed, fiscally viable, retooled as needed to meet evolving community needs, and complement the mission, strengths and purpose of the institution; address and seek solutions for issues of diversity in staffing, Center users and Board membership as needed;
- Oversee preparation of grant requests for funding in conjunction with Development Director, Program Directors and the Finance Officer;
- Oversee the collection of data and other pertinent information so that LGBT Center of Raleigh can accurately, precisely and promptly report program results to funding resources and donors;
- Oversee the development of surveying tools and tracking instruments for each department that will allow for evaluation of services and programs offered by the agency;
- Maintain accurate records of the activities/programs/services that coincide with each of the grants.
- Put together a process and a strategy for growth, including implementing the strategic plan; ensure that there are demonstrable measures of growth to indicate that the Center is moving forward;



119 E Hargett St. • Raleigh, NC • 27601 • 919.832.4484 • www.lgbtcenterofraleigh.com
HR@lgbtcenterofraleigh.com

- Supervise all staff performance evaluations on an annual basis. Conduct individual performance evaluations for department managers on an annual basis;
- Evaluate the use of new technology (social networking, webinars, e-mail, etc.) to expand the reach of the Center's programs and advocacy efforts.

Fundraising, Marketing and Communications

- Oversee all fundraising activities to ensure quality and effective use of the Center's reputation in the community and to facilitate long-range goals;
- With the development team, ensure that a sound fundraising strategy is in place; anticipate changes in funding before needs become critical; generate new funding from and create new relationships with individuals, government, foundations and corporations; solidify funding streams;
- Serve as an articulate and enthusiastic spokesperson and marketer for the Center's mission and programs, both internally and externally, to a variety of audiences;
- Proactively build and maintain effective and supportive partnerships and alliances with LGBTQ+ organizations on a local, state and national basis.

Board Relations

- Work with the Board of Directors to schedule and conduct all board, executive and committee meetings to conduct the work of the board of directors and agency;
- Prepare and present appropriately detailed management, program and financial reports monthly for Board information and governance;
- Engage and coordinate efforts of various Board committees and task forces;
- Respond to requests from the Board of Directors;
- Any other responsibilities assigned by the Board of Directors.

Ideal Experience

The Executive Director should have the following experience and qualifications:

- A record of success leading and shaping complex organizations, combined with a demonstrated commitment to the enhancement of a vital, inclusive LGBTQ+ community as defined in the broadest terms;
- Proven leadership, managerial, problem solving and strategic planning capability, as well as commensurate fiscal responsibilities, preferably as an executive with a nonprofit organization or in



119 E Hargett St. • Raleigh, NC • 27601 • 919.832.4484 • www.lgbtcenterofraleigh.com
HR@lgbtcenterofraleigh.com

the private or public sector, provided the individual has experience in the social service or social justice field;

- An advanced degree in a social science, social service, or social justice field; and/or MBA or other finance related degree.
- The ability to interact professionally with dedicated board and staff members of varied professions, backgrounds and perspectives; an understanding of setting and implementing organizational strategy, and managing through growth and change;
- A demonstrated record of success as a dynamic fundraiser, with the ability to secure financial support from individuals, foundations, corporations and government sources, particularly in a climate of increasing constraints and fewer resources; the ability to harness financial resources by building effective relationships with potential donors;
- The ability to interact with ease with a wide range of community-based organizations representing the entire range of the LGBTQ+ community; a comfort level with a broad and diverse range of beliefs, experiences and personalities; the ability to listen carefully, as well as to cogently and respectfully articulate the mission of the Center in a variety of different milieus;
- Experience in an organization that values and promotes diversity;
- An understanding of balancing effective programming with prudent budgeting and fiscal management;
- Awareness of current and ongoing changes in the political landscape and the impact of change on the Center's funding; an understanding of government grants and contracts;
- The ability to serve as an effective public advocate for all segments of the LGBTQ+ community, particularly with elected and other government officials;
- Excellent communication skills, including proven public speaking ability for formal and extemporaneous presentations to a broad public.

[How To Apply](#)

hr@lgbtcenterofraleigh.com

www.lgbtcenterofraleigh.com

For inquiries, please e-mail Dr. Stephanie Allen, Board Chair, at HR@lgbtcenterofraleigh.com with the subject line "INQUIRY".

To apply, please submit a resume, cover letter addressing why you are uniquely qualified for the job, and a list of three professional references along with their contact information. Please submit your items in PDF format. Email your application materials to HR@lgbtcenterofraleigh.com. The LGBT Center of Raleigh is an equal opportunity employer and welcomes candidates from all backgrounds.