

Executive Director Position Profile



Organizational Overview

The Milwaukee LGBT Community Center believes in the goodness of lesbian, gay, bisexual, and transgender people. As an organization, the Center seeks to foster community development and agency partnerships. The Center values leadership, both formal and informal, and it supports responsibility and accountability among individuals and organizations. The mission of the Milwaukee LGBT Community Center is to further develop our vibrant lesbian, gay, bisexual, and transgender community in the greater Milwaukee area, thus improving the quality of life for all of us. The mission is supported by the Center's leadership in community building, health promotion, advocacy, and communications. To achieve its mission, the Center acknowledges the value of diversity and inclusion and of proactive and responsive communications.

The Milwaukee LGBT Community Center delivers educational, health promotion, and community-building services that meet the needs of LGBT youth, adults, and their allies in the Greater Milwaukee area from its primary facility and other sites. The Center programs are developed with a consideration of community need, diversity, and inclusivity, community development, availability of resources, and the Center's mission and vision. The Center understands that the LGBT community's long-term quality of life requires the Center to prosper financially and develop organizationally to meet community needs. The Milwaukee LGBT Community Center values the experience and knowledge that a diverse and engaged staff brings to our work and recognizes the necessity of maintaining a network of staff, board members, community members, youth leaders and volunteers that are reflective of and accountable to the communities that we serve. People who are commonly marginalized in society — including people of diverse sexual orientations, transgender and gender non-conforming people, people of color, women, intersex people and people of diverse abilities, national origins, ages, socioeconomic backgrounds, and spiritual experiences — are valued contributors to the life of the organization, and we seek to include them in all areas of the Center's organizational structure.

Further developing our vibrant lesbian, gay, bisexual, and transgender community in the greater Milwaukee area, thus improving quality of life for all of us.

Position Summary

The Executive Director of the Milwaukee LGBT Community Center leads the organization and is responsible for the overall administration and management. This position emphasizes resource development and staff management. The Executive Director has oversight over facilities, programs, and internal and external stakeholder relations. Areas of responsibility include but are not limited to: planning and evaluation of services and programming, development of policies and administration, fundraising, business operations, personnel and financial management, and public relations. The Executive Director is the primary face and voice of the Center and should possess exemplary oral and written communication skills. This is a full-time, FLSA-exempt position. The Executive Director is hired by and directly accountable to the Board of Directors.



Responsibilities

Management, Administration, and Programs

- Steward a working partnership with the Board of Directors on vision, mission, long-term strategic planning, policy development, human resources oversight, fund development, and financial management.
- Build an environment of teamwork where staff works as a cohesive unit to meet the Center's goals.
- Serve as the chief liaison with other community organizations, government agencies, private funders, and key constituent groups for strategic planning and fund development.
- Oversee all programs, services, and activities to ensure that program objectives are met.
- Ensure that all Center programming meets the vision, mission, and long-range goals of the Center.
- Evaluate the success of programming and make changes as appropriate.
- Coordinate the work of Center staff and volunteers to ensure Center activities are successful.

Financial Oversight

- Develop a balanced income stream between government and private grants, foundation funding, and corporate sponsors to achieve and secure financial stability into the future for the Center.
- Develop, recommend, and monitor the Center's budgets and ensure all expenditures have proper approval.
- Ensure compliance with regulatory and funding sources' requirements.
- Provide regular financial reports and statements to the Board of Directors.
- Provide proper financial record-keeping, reporting, and auditing.

Fund Development

- Serve as the face of all fund development efforts in conjunction with the Board of Directors.
- Lead planning and implementation of special events, including the annual gala, fundraising events, community development events.
- Seek out, research, prepare, and submit grant applications to government and private agencies, and funding proposals to grow an organization with a \$950,000 annual budget.
- Support appeals to corporate sponsors in partnership with the Board of Directors.
- Analyze, develop, and implement earned income strategies such as from the sale of goods, professional services rendered, or other work.
- Carry out donor appreciation strategies and acknowledge funders at all levels through a variety of means to encourage continued engagement.
- Work with the Board of Directors to request in-kind donations and other resources for the Center.

Human Resources

- Administer personnel policies approved by the Board of Directors.
- Ensure hiring and termination practices comply with all applicable laws as well as the values of the Center.
- Provide for adequate supervision and evaluation of all staff and volunteers.
- Support and encourage growth and development opportunities for all staff.
- Develop job descriptions, conduct performance evaluations, and establish sound human resources practices.

Qualifications and Considerations

- Prior experience as an Executive Director or similar role is preferred.
- Extensive understanding of issues that concern the community and ability to serve lesbian, gay, bisexual, and transgender populations in meaningful ways.
- Bachelor's Degree or related experience.
- 5 years of successful management experience of staff and volunteers, including workplace planning and evaluation.
- Understanding of nonprofit organizations and Board structures.
- Working knowledge of nonprofit fiscal management, including fund accounting, government and private grants, and budgeting.
- Proven experience raising funds from private, public, and/or foundation sources.
- Outstanding oral and written communication skills, with a demonstrated ability in public speaking and external relations.
- Proven success in developing and implementing programming in a service-driven organization.
- Demonstrated strategic planning and financial analytical skills.
- Ability to work a variety of hours during the week and weekend to meet the Center's needs.



Instructions for Applicants

To apply, please email all items below, combined into one document, to LGBT@leadingtransitions.com no later than **1:00 p.m. CT February 11, 2022**: A letter of interest **describing your qualifications** for this position, addressed to: Mindy Lubar Price, Leading Transitions LLC, 1345 North Jefferson St., Suite 350 Milwaukee, WI 53202; a **detailed and updated resume**; and the names of, your relationship to, and the contact information for, **three professional references**.

Please note: References will not be contacted until a candidate has been notified; All offers of employment are contingent upon clear results of thorough background checks; All inquiries and interactions with potential candidates are kept in strict confidence. The position will remain open until a hire is finalized.

The Milwaukee LGBT Community Center is an equal opportunity employer and will recruit, hire, and promote qualified persons into all job classifications without regard to race, color, religion, national origin or citizenship status, sex, gender identity or expression, pregnancy, sexual orientation, age, disability, or military status.

Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.