



Executive Director – Job Description and Expectations

A competitive nationwide search is underway for an Executive Director for The Kalamazoo Gay Lesbian Resource Center (KGLRC or Resource Center). Reporting to and working under the direction of the Board of Directors, the Executive Director will provide vision, energy, and leadership in fulfillment of the Resource Center’s mission and vision. The KGLRC is a 501(c)3 non-profit organization with the Executive Director overseeing all operations of the Center. Please learn more about the KGLRC at www.kglrc.org.

OUR MISSION: To create a community that celebrates the diversity of sexual orientation and gender identity.

OUR VISION: To provide support to lesbian, gay, bisexual, and transgender people and to create a bridge of understanding among all people, regardless of sexual orientation or gender identity.

Essential Duties:

The Executive Director will be ultimately responsible for the management of the KGLRC and will report to the Board of Directors. Specific responsibilities include, but are not limited to:

- Fulfillment of the Resource Center’s mission through visionary, responsive, and creative thinking.
- Execution of the short- and long-term strategic plan for the KGLRC.
- Oversight of all fiscal responsibilities including those necessary for auditing, budgeting, financial analysis, capital asset, and property management in accordance with generally accepted accounting principles, board and KGLRC policies and procedures, and all other applicable rules and guidelines.
- All aspects of human resource management including, but not limited to, staff hiring, supervision, training, and termination; developing position descriptions, recommending compensation, and applying Board-approved employee policies and benefits in accordance with federal and state requirements.
- Grant writing, applications, preparation, compliance, and reporting, with special emphasis on seeking out new grant sources.
- Preparation and oversight of major donor campaigns, capital campaigns, corporate sponsorship programs, individual donations, and fundraising events.
- Establishing and strengthening partnerships with local businesses, community groups, allies, and other LGBTQ organizations throughout Southwest Michigan.
- Development and oversight of programmatic initiatives for the KGLRC, and for the community (Pride, Winter Gala, Youth Group, Triangle Mentorship, First Thursdays, as examples).
- Development and implementation of new marketing strategies and programs to ensure the growth and stability of the organization.
- Visibility as a spokesperson for the KGLRC and as an advocate for the rights and equality of LGBTQ people.



Core Competencies:

To perform effectively in this position, the individual should demonstrate the following competencies, listed in no particular order. These core competencies represent effective administration of the KGLRC in the fulfillment of its mission and vision.

- **Fundraising:** Experience in creating major donor campaigns, capital campaigns, corporate sponsorship programs, annual campaigns, and individual donor initiatives.
- **Fiscal Management:** Maintain effective systems of internal controls to account for all receipts and expenditures of funds.
- **Job Knowledge:** Understand the technical aspects of managing an organization; offer guidance to staff directly and/or solicit guidance from experts if necessary. Demonstrate previous experience with creating and managing a strategic plan. Keep current with social and political changes and their impact on the KGLRC and the LGBTQ community. Attend Board and Executive Committee meetings and prepare appropriate reports as required by the Board. Clearly understand the mission and the vision of the organization and continuously work to promote the KGLRC and achieve its goals.
- **Diversity and Inclusion:** Exhibit an affinity for working with culturally and politically diverse communities, being equally comfortable with the unique make-up of Southwest Michigan, and having a strong commitment to equality for all members of the LGBTQ community.
- **Initiative:** Recognize and bring to the attention of the Board issues that affect the organization and implement plans to reach organizational goals as determined by the Board of Directors.
- **Communication:** Communicate effectively with multiple audiences using a variety of formats, including: written communications; verbal presentations and briefings to the media, the Board of Directors and other parties; presentations at meetings and to outside groups regarding a variety of issues affecting the KGLRC.
- **Dependability:** Seek increasing responsibility while remaining conscientious, thorough, accurate, and reliable with respect to achieving the organization's goals. Availability and responsiveness to issues and concerns as they arise.

Qualifications:

- **Education and/or Experience:** The Executive Director must possess a minimum of a bachelor's degree in a related field and at least three years of experience in business, non-profit operational and financial management, or a related area.

Requirements:

- **Travel:** The Executive Director must be able to travel to attend meetings, conferences, trainings and other events as needed to acquire and maintain proficiency in fulfilling the responsibilities of the position.
- **Flexibility:** The Executive Director position requires occasional evening and weekend responsibilities.
- **Background Check:** An offer of employment will be contingent upon the final candidate successfully completing a routine background check.

Compensation:

Exempt, professional management position; salary dependant on experience and education.

For maximum consideration, submit resume and cover letter, with contact information for three professional references by April 7, 2014 to:

Sarah Westfall, Search Chair | KGLRC | 629 Pioneer Street | Kalamazoo, MI 49008

Or to:

sarah@kglrc.org