



Job Description – Executive Director

Status & Compensation

Exempt/salaried, regular full-time; \$100,000 – 120,000, commensurate with qualifications.

Reporting Relationship

Reports to the Seattle Out & Proud Board of Directors, through the Executive Committee.

Summary

Reporting to the Board of Directors, the **Executive Director** contributes to and executes Seattle Pride's and Seattle Out & Proud's strategic direction, as set by the Board, and manages their day-to-day operations in ways that ensure programmatic and fiscal sustainability and accountability.

- Work with and support the Board to define organizational priorities, as well as develop and nurture relationships with Seattle's LGBTQIA+ community.
- Manage staff, project timelines, and safety and security plans.
- Manage vendor contracts, finance and auditing, budgets, and additional tasks as needed.

Significant areas of focus will include:

- Work plan implementation (project management);
- Management and operations administration, including financial tracking and reporting;
- Collaboration with LGBTQIA+ community stakeholders, plus friends and allies;
- Promoting diversity, equity, inclusion, and belonging within the community;
- Sponsorship and partnership development;
- Management of events, programs, and projects.

Anticipated results will include:

- Support the Board to develop, implement, and carry out strategies to accomplish priorities, goals, and objectives;
- Develop and implement plans for sustainable sponsorship and funding, in partnership with the Board;
- Expand and maintain strong community support of Seattle Out & Proud's Mission, Vision, and Purpose;
- Develop and cultivate year-round events, programs, and projects.

Duties and Responsibilities

Fundraising and Partnerships – 20%

- Direct and manage sponsor and donor recruitment, development, execution, and relationship management.
- Lead fundraising efforts and grant applications to maintain current funds and develop new resources to support Seattle Pride's and Seattle Out & Proud's mission.
- Manage vendor and service provider contracts, including but not limited to logistics, communications, talent broker, graphics, audio/visual, food and beverage, and others as necessary.
- Coordinate with the appropriate entities to manage all event permits, as required by state and city laws and ordinances.

Staff Management and Development – 20%

- Hire, develop, supervise, motivate, and retain qualified full- and part-time staff.
- Conduct annual reviews for all paid staff members, invest time in their growth and development, and set goals and benchmarks for individual success.
- Encourage and practice transparent, open communication between staff and Board.
- Establish, maintain, and evolve processes to reinforce collaborative decision-making and respond to staff concerns.

Community Relations & Communications – 20%

- Honor the history LGBTQIA+ protests and support the community with an intersectional, social justice approach.
- Articulate and enthusiastically convey Seattle Pride's mission, programs, and commitment to both internal and external audiences (i.e., community members, donors, corporate partners, media, etc.) as the organizations' main point-of-contact.
- Serve as liaison between Seattle Pride and state / county / city agencies and communities.
- As editor, ensure publication Seattle Pride's quarterly magazine.

Program Oversight – 20%

- Create and execute strategic planning for Seattle Pride, in collaboration with the Board of Directors, on events and programs.
- Oversee and report on day-to-day activities to the Board's Executive Team.
- Develop, evolve, and sustain programming in close partnership with staff members to increase Seattle Pride's impact and service of the LGBTQIA+ community.
- Set organizational DEIB policies and practices, through a social justice lens and in collaboration with the Board, to ensure that programs reach and support historically under-served communities.

Administrative & Financial Management – 20%

- Manage and supervise all financial, governmental, public relations, and administrative activities, and report them to the Board's Executive Team.
- Develop and implement, in collaboration with the Board, policies and procedures for Seattle Pride that align with all applicable laws and regulations.
- Ensure that proper controls are in place to meet legal and fiduciary compliance.
- Oversee and develop the annual budget, audits, and monthly finance reports.

Supervisory Responsibilities

This position supervises other Seattle Pride and Seattle Out & Proud employees.

Requirements

- 5+ years of relevant operations and staff management experience at a social justice-oriented non-profit organization, *preferably with an LGBTQIA+ serving organization*.
- Bachelor's degree in a related field (professional certification and/or equivalent work experience may be substituted).
- Proven ability to cultivate and solicit philanthropic support from individual donors and corporate funding to drive organizational revenue.
- Track record of building high-performance teams, supporting individual and team development, and retaining staff.
- Superb presentation, interpersonal, communication skills, demonstrating a high level of integrity, inclusivity, and the ability to build and maintain positive working relationships with diverse groups of internal and external stakeholders.
- Experience with fiscal management, including including analysis, budget preparation, and reporting.
- Demonstrated and sustained commitment to transparent and collaborative social justice advocacy and organizational leadership, and addressing unconscious biases as they relate broadly to LBGTQIA+ issues and specifically to the concerns and needs of historically under-represented groups (e.g., BIPOC, transgender, etc.).
- Availability for evening and weekend work and to travel as needed (including possession of a valid Washington state driver's license plus access to reliable personal transportation).

Preferred Qualifications

- Highly-visible, senior leadership experience with a non-profit organization(s).
- Experience as a non-profit organization board member, or as a volunteer, contributing to strategic planning.
- Proven track record of setting and accomplishing bold, multi-year strategic plans focused on community impact.
- Subject matter expertise with DEIB through managing initiatives or programs, and/or demonstrating an understaining of how intersecting, differing identities impact the LGBTQIA+ community (especially among BIPOC, transgender, and other historically under-represented groups), thereby creating barriers and disparities to prosperity and care.

Physical Requirements & Work Environment

The physical requirements and work environment described here are representative of those that are typical of this job.

- Frequent talking and listening; regular walking, standing, and sitting (sometimes for extended periods of time); ability to frequently use desktop or laptop computers and mobile phones; occasional reaching, lifting, and carrying using hands and arms.
- A significant in-person and virtual presence in the community and among friends, allies, and other stakeholders.
- On-site supervision of event set-up, operation, and clean-up, as needed.
- Occasional local, regional, and/or national travel (including overnight stays) as well as evening and weekend work may be required.

Signatures & Effective Date

This job description has been reviewed and approved, effective December 30, 2022.

Board Chair _____ Date _____

This job description is not designed to document a comprehensive listing of the activities, duties, and responsibilities that are required of the employee for this job. Those activities, duties, and responsibilities may change at any time with or without notice.

The employee's signature below constitutes their understanding of the requirements, essential functions, activities, duties, and responsibilities of the position.

Employee _____ Date _____