PRIDE LINK

Position: Interim Executive Director
Reports to: Board of Directors
Supervises: Program Coordinator, Communications & Outreach Coordinator, Development Coordinator, Capacity Building Coordinator
Schedule: Pride Link operates on a 4-day workweek Mon-Thu 8:30-5
Status: Temporary part-time up to 30 hours per week
Salary: $50,000

Founded in 2018, Pride Link is a 501c3 nonprofit whose mission is to improve the quality of life for all LGBTQ+ people in Upstate, South Carolina. We fulfill our mission through the delivery of health and wellness services, social support programs, and connection to resources for LGBTQ+ people of all ages. We envision a thriving Upstate, SC community where all LGBTQ+ people are strong, safe, and successful. Pride Link’s work is guided by three core values: Integrity, Community, and Equity. In almost 4 years, we have served over 600 LGBTQ+ families, trained almost 200 providers in LGBTQ+ cultural competence, and provided almost $30,000 in direct financial assistance to LGBTQ+ people.

Job Summary:
The Interim ED is responsible for overseeing day-to-day operations, capacity building, and programs. The Interim ED is the ultimate internal decision-maker on operational decisions (consulting with senior staff in thoughtful consideration of the institutional memory and knowledge they hold) and checking with the Board of Directors on any decisions with larger policy implications for Pride Link. The Interim ED will work closely with the Board of Directors to support and facilitate effective oversight and direction setting.

The Interim ED will sustain the successes of Pride Link as the board searches for a permanent Executive Director.

Key Priorities:
During the interim period there are several priority areas that will require the Interim ED’s attention:

- Closely monitor the budget, especially tracking and problem-solving revenue generation and expenditures.
- Ensure Pride Link sustains external relations especially relationships with funders and longer-term fundraising efforts.
- Foster staff morale through the transition and build staff readiness and excitement to partner with a new ED and to retain staff. Facilitate relationship building between staff and board.
- Work with staff to ensure that programmatic work is in alignment with the mission and strategic plan and that staff are working well together through the transition to new leadership.
● Develop a preliminary dashboard to monitor Pride Link’s sustainability in terms of programs, revenue generation and finances, impact and customer service.
● Manage the day to day operations and reinforce the strategic plan. Support, develop, and suggest operational strategies to sustain and expand program capacity, including an expectation to oversee the setting and gauging of goals for programming.
● Design, refine, and manage outcome evaluation tools and systems to decipher program effectiveness.
● Convene and lead internal and external (I&E) team meetings and manage I&E communication.
● Maintain awareness of current and new local, state, and federal changes, mandates, initiatives that directly and indirectly impact the LGBTQ+ community.
● Support ongoing efforts from team and partners to innovate programs that tackle issues that align with Pride Link’s mission, vision, values, and goals.
● Positively represent Pride Link in the community with staunch dedication, upstanding ethics, and open transparency.

Tasks & Duties:

● **Human Resources:** Overall responsibility for development, support, and retention of staff and volunteers, including specific responsibility for working collaboratively with the staff and board to ensure a positive work environment.

● **Fund Development:** Oversee implementation of strategies to build productive relationships and generate continuing support from foundations, corporate sponsors, and individual donors.

● **Financial Management:** Continuous monitoring of financial performance, and development and implementation of revisions to financial strategies as needed. Ensure the maintenance of effective systems for service delivery through budget to actual reporting and the use of fiscal data as a management tool for decisions and timely financial reports to the board of directors. High-level grant management and fundraising oversight.

● **Planning and Evaluation:** Engage the board and staff in ongoing evaluation of the effectiveness of Pride Link’s services and in business planning to identify program, financial, and infrastructure development goals and strategies.

● **Community and Partner Relationships:** Build awareness of the impact of Pride Link’s work and role in the community. Sustain relationships with key nonprofit, business, and community partners to better serve the needs of Pride Link’s mission.

● **Board Support:** Facilitate effective board participation in business planning, financial oversight, community outreach, and fundraising.

● **Ethical and Inclusive Culture:** Ensure policies, procedures, and practices are informed by and reflect ethical trauma-informed principles, community leadership, a collaborative environment, and a practical commitment to organizational values.

**Required Qualifications**

● Seasoned nonprofit executive director or experienced director of operations with successful senior level experience managing an organization (programs, strategy, human resources, finances, and systems/infrastructure).
● Strategic thinker who is good at making decisions with an understanding of how they impact the big picture.
● Team builder who is good with coaching staff to performance. Strong interpersonal and communication skills.
● Strong strategic fiscal management, oversight and budgeting skills.
● Ability to build and maintain relationships with external stakeholders and funders.
● Demonstrated commitment to cultural humility and social justice work.
● Must be dedicated to the Upstate’s LGBTQ+ population and their overall sense of wellness, belongingness, and provision.
● Good understanding of the operational systems, basic finance mechanisms, relational culture, and infrastructure of a nonprofit (HR, Board relations, Funding, Capacity, Program/Project Management, etc.).
● Experience working with boards of directors.
● Demonstrated cultural competence in working with the LGBTQ+ community.
● Knowledge of issues, experiences, and barriers faced by LGBTQ+ people in communities, schools, systems, and families.
● Practical knowledge and ability to implement trauma-informed principles.
● Commitment to and understanding of social justice, anti-oppression, and anti-racism.

Preferred Qualifications

● Familiar with strategic planning, crisis contingency, and action plan development.
● Proven ability to build relationships and engage with a variety of constituencies.
● Experience with advisory councils as a member, director, or other related role.
● Expert in Organizational Change leadership.
● Understanding of disproportionate impacts within marginalized communities.
● Ability to establish community relationships and embed community trust.
● Bachelor’s degree in organizational/systems change, business, management, or related field preferred; Work Exp 5+ years as a nonprofit organization director of operations or executive director. Master’s Degree in the aforementioned areas is a plus.

To apply:
Email cover letter and resume to ethan@pridelink.org with subject “Interim Executive Director Application.”