Side By Side | Job Posting

Co-Executive Director – Operations & Development

Mission
Side by Side is dedicated to creating supportive communities where Virginia’s LGBTQ+ youth can define themselves, belong, and flourish.

Core Values
- Equity
- Trustworthiness
- Boldness
- Collaboration
- Responsiveness

Side by Side’s work focuses in on the following key strategic priorities:
- Commitment to Black LGBTQ+ Youth
- Youth Centered
- Vibrant Community
- Tradition of Support
- LGBTQ+ Voice

Overview
The 30-year-old nonprofit has provided youth groups in Richmond, Charlottesville and Petersburg, in addition to housing support services for LGBTQ+ youth. Side by Side has also provided K-12 training and played an active role in sharing thought leadership surrounding LGBTQ+ issues within the Central Virginia community.

During the COVID-19 pandemic, the organization closed its building for in-person meetings and shifted youth groups to a virtual setting. All staff are performing work virtually.

Future of the Organization
Side by Side is in the process of reimagining its mission, leadership structure, staff responsibilities, services provided and commitment to Diversity, Equity and Inclusion (DEI). Specifically, we envision a mission emphasizing racial equity with youth centered in every aspect of partnership development, education and training, and communication with the public and private organizations.

This realignment will prioritize: teamwork and learning, high levels of autonomy for staff and teams, open and transparent communication throughout the organization, encouraging continued education and innovation, and cultivating respect, trust and safety throughout the organization and work with youth and the public.

Side by Side is in the process of transitioning from a more traditional, hierarchical leadership framework to one that approaches power from a shared, distributed and leaderful perspective. Inclusion of and collaboration with all voices (youth, those with lived experience, staff, board, community partners) will guide and inform this work.
Role Summary

Reporting to the board of directors, this Side by Side Co-Executive Director (Co-ED) position will have primary responsibilities in the areas of Organizational Management and Development, centered on (1) strategic planning, (2) operations, (3) fiscal development and management, (4) partnerships and outreach, including (5) media relations, as the primary contact for Side by Side.

In the near future, a second Co-Executive Director will be employed in the primary areas of Youth Programs & Staff Management. This position will be centered on (1) staff engagement and management, (2) sustaining and growing youth services and programs, (3) education and training, and (4) Side by Side's youth housing program.

Key Duties and Responsibilities:

- **Drive Organization Mission and Strategy** - work with staff and board to ensure that the mission is fulfilled through programs, leading the strategic planning process and community outreach.
  - Develop a vision for Side by Side strategic plans to ensure that Side by Side successfully fulfills its mission and vision into the future.
  - Initiate and promote innovative, bold, strategic thinking that drives Side by Side and affiliated work forward.
  - Develop and direct strategic fundraising strategies that ensure Side by Side’s sustainability, growing Side by Side’s financial resources, and building other strategic allied competencies and capacities consistent with Side by Side’s mission and values.
  - Examples of these include capital campaigns, securing gifts from major donors, promoting legacy gifts or planned giving, and donations from events (virtual and in-person), online, telephone, email, text, direct mail and crowdfunding.
  - Identify new opportunities and work with future Co-Ed, staff and board to enrich our program areas and adapt existing program work to be responsive and relevant to shifting climates.
  - Sustain and grow stakeholder partnerships that further Side by Side's vision and mission.
  - Develop appropriate MOUs when needed to clarify roles and boundaries involved in inter-organizational endeavors.
  - Lead and collaborate (with future Co-ED) in conflict resolution between stakeholders if/when necessary.
  - Foster and promote a “flattened hierarchy” work environment among staff and board, working closely with future Co-ED to develop a productive and safe work environment.
  - Co-supervise directors as department heads.
● **Organization Operations and Partnerships** - oversee and implement appropriate resources to ensure that the operations of the organization are appropriate.
  ○ Interview, supervise, retain and mentor staff with future Co-ED (Youth Programs & Staff Management), directors and staff.
  ○ Co-sign Side by Side notes, agreements, and other instruments made and entered into and on behalf of the organization, in conjunction with board and future Co-ED.
  ○ Maintain and build relationships with existing and new strategic partners in the LGBTQ+ space successful in providing LGBTQ+ crisis support and counseling, nourishment, life skill support, peer-to-peer engagement and support, and housing.

● **Financial Performance and Viability** - develop resources sufficient to ensure the financial health of the organization.
  ○ Raise funds and develop other revenues necessary to sustain and grow Side by Side.
  ○ Ensure the fiscal integrity of Side by Side, including the coordination and co-development and submission to the board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization as well as realistic projections.
  ○ Manage fiscal operations (in tandem with future Co-ED) ensuring that programmatic fiscal management generally operates within the approved budget, ensures maximum resource utilization, and is responsive to youth and community needs.
  ○ Develop and implement strategic fundraising plans to support, sustain and grow Side by Side’s work with other allied programs.

● **Partnerships and Outreach** - model Side by Side values and culture; be inclusive, proactive, equitable.
  ○ Ensure programmatic decisions and community partnership agreements are made with the input of the lived experiences and challenges faced by LGBTQ+ youth.
  ○ Consistently and intentionally center Side By Side’s work on BIPOC and transgender LGBTQ+ youth, our most vulnerable populations.
  ○ Consult with staff, board, associate board, counselors, facilitators and volunteers to maintain a safe, accessible and welcoming environment for all LGBTQ+ youth (in-person and virtually) that builds a sense of belonging and trust.
  ○ Develop and implement organizational processes to sustain a shared work life which fosters positivity, mutual respect, appreciation, idea-sharing, collaboration and support of all participants.
  ○ Engage in on-going efforts to ensure that priority setting, decision-making, and program evaluation is led by principles of transparency, accountability and responsiveness to the needs of LGBTQ+ youth.
• **Communications and Media Relations** - work with Co-ED, staff and board to develop a public brand and media profile as one of the primary Side by Side spokespersons and act as a thought leader on DEI and LGBTQ+ issues.
  ○ Represent Side by Side in the press (TV, radio, print, online, social, etc.) and on panels and other thought leadership forums, speaking as a spokesperson for the organization.
  ○ Maintain and develop existing and new relationships with mainstream media outlets and those focused specifically on supporting on LGBTQ+ youth and community partners.
  ○ Coordinate with other stakeholders and partner organizations to align public messages with existing Side by Side programs and policy initiatives.

**Job Qualifications and Experience:**

○ Experience working with, and a deep understanding of, BIPOC youth and communities.
○ Must demonstrate commitment to a vision of racial, social, and economic justice and to creating supportive communities where LGBTQ+ youth can define themselves, belong and flourish in an equitable manner.
○ Professional and personal commitment to growing and sustaining support for LGBTQ+ youth at home, school and in the community, with an emphasis on BIPOC and transgender youth.
○ Knowledge of LGBTQ+ youth issues, and a high sense of responsibility and commitment to the mission of Side by Side.
○ Commensurate relevant experience and/or related education.
○ Experience in community outreach and partnerships.
○ Ability to work as a member of a team, but also be a self-starter.
○ BIPOC and those who identify within the trans community are encouraged to apply.

**Other Traits, Skills, Characteristics or Experience:**

○ Demonstrated track record of transparent and high integrity leadership.
○ Experience and skill in working with a board of directors and collaborating with diverse staff.
○ High level of strategic thinking and planning
○ Ability to effectively envision and convey the organization’s strategic future to the staff, board, associate board, counselors, facilitators, volunteers and donors.
○ Ability to effectively communicate the organization’s mission to donors, volunteers and the overall community.
○ A history of successfully generating new revenue streams and improving financial results.
○ Demonstrated experience in successful fundraising with excellent donor relations skills and understanding of the funding community.
○ Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
○ Solid organizational abilities, including planning, delegating, program development and task facilitation.
Other Traits, Skills, Characteristics or Experience: *continued from page 4

- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written, oral and public speaking communication skills.
- Strong work ethic and commitment to achieving goals.
- Fluency to read, write and speak/listen in English required; ability to speak, read, write and sign in other languages, especially Spanish, is preferred.
- Demonstrated familiarity and comfort in using Google Suite, Microsoft Office suite, Zoom, Outlook, Quickbooks, Excel and other forms of customary office equipment or software; willingness to train towards skill level needed by organization.

Compensation & Benefits

Salary range is $73,000 - $80,000, DOE, with competitive health and dental benefits, and 4 weeks’ vacation. Due to the nature of programming and events, some evening and weekend hours are required.

To Apply

- Please submit the following to jobs@sidebysideva.org
- With the subject line: “Application: Co-Executive Director”
- Cover letter highlighting your relevant experience and interest in the position
- Resume
- Personal Statement that addresses the following questions in no more than 2 pages:
  - How do you advance racial equity professionally and personally?
  - What do you see as the most pressing needs for LGBTQ+ youth in Central Virginia?

- Application deadline is open until further notice

Side by Side
2311 Westwood Ave, Richmond, VA 23230
(804) 644-4800  | Website sidebysidevirginia
Instagram @sidebysidevirginia  | Facebook @sidebysideva