POSITION SPECIFICATION

THE POSITION: EXECUTIVE DIRECTOR

REPORTS TO: BOARD OF DIRECTORS

LOCATION: SAN FRANCISCO, CALIFORNIA

THE ORGANIZATION

Mission

Openhouse enables San Francisco Bay Area LGBTQ+ seniors to overcome the unique challenges they face as they age by providing housing, direct services, and community programs.

Overview

Founded in 1998, Openhouse works to center the voices and experiences of LGBTQ+ older adults by providing opportunities to make social connections and build community.

Openhouse is a pioneering agency that continues to lead the Bay Area and inform the national LGBTQ+ movement and aging sector on culturally competent LGBTQ+ aging services. Openhouse partners with leading organizations like SAGE, the national LGBTQ senior organization, to create training programs, and recently joined forces with On Lok to co-design the nation’s first community-based adult day program for and with the LGBTQ+ community.

Openhouse is committed to creating a safe environment to encourage and support community members to share their diverse perspectives and identities to foster dynamic community engagement. Openhouse recognizes and affirms that LBGTQ+ older adults live at intersections of race, ethnicity, class, culture, HIV status, sexual orientation, gender, gender identity and expression, spirituality and ability. At Openhouse, everyone is a community member.

Openhouse plays a critical role in and brings an active voice to advocacy efforts on behalf of the LGBTQ+ senior community in San Francisco City Hall, to the California state capitol, and to national funders, policy makers, and aging services providers.
Place

Openhouse operates from its centrally located campus on Laguna Street near Market Street in San Francisco:

▪ With the opening of the Marcy Adelman and Jeanette Gurevitch Openhouse Community in 2019, 96 new residents moved in, bringing the total number of residents to 140 at Openhouse’s two residential buildings located at 55 and 95 Laguna (operated in partnership with Mercy Housing).
▪ The Bob Ross LGBT Senior Service Center at 65 Laguna and the Openhouse Community Center at 75 Laguna, provides support for San Francisco’s community of LGBTQ+ seniors, and offers resources, services, and community building activities to help all residents live healthy and independent lives. Included in these services are an onsite Resident Services Coordinator, case management services, health and wellness support, and community activities.

Programs and Housing

Openhouse achieves its mission with the following program areas. The first three areas serve seniors directly, and amount to more than 100 hours of activities and classes, now mostly virtual due to the pandemic, each month. The fourth umbrella is Training & Transformation assisting government agencies, corporations, and community organizations. In FY20 Openhouse served 2,036 unique community members.

▪ Resource and Housing Navigation
▪ Community Engagement
▪ Wellness Services
▪ Training and Transformation
▪ Openhouse + On Lok Community Day Services
▪ COVID-19 Response

Housing for LGBTQ+ seniors is available at 55 Laguna and 95 Laguna, which opened in 2016 and 2019, respectively.

For detailed additional information on Openhouse, please see www.openhousesf.org; the 2019-2020 Impact Report is of particular note.

Organizational Overview

Openhouse is governed by a 15-member Board of Directors. The senior management team is comprised of the Executive Director with key positions reporting directly to the ED:

▪ Director of Programs
▪ Director of Operations
▪ Mission Engagement Team

The total number of staff members is 22.

The organization’s annual operating budget is approximately $3.1 million. Additionally, the 2020 Fiscal Year budget included a $2.2 million capital component for completing the Bob Ross Senior Service Center and the Community Center.
THE POSITION

At this exciting leadership inflection point in Openhouse’s organizational trajectory, the Board of Directors is seeking an Executive Director (“ED”) who is a proven executive leader with a passion for Openhouse’s mission. The ED will be able to leverage the organization’s history, strengths, reputation, and standing in the San Francisco Bay Area LGBTQ+ community as a pioneering leader in addressing the unique challenges of aging via housing, direct services and community programs. The ED will be able to take this respected and ambitious organization into its next phase of impact by continuing to find innovative and creative ways to meet its mission and advocate for all of its goals.

Board & Strategic Direction

The ED will work in partnership with the Board of Directors to ensure strategic oversight, good governance practices, and successful fundraising efforts. The ED will work with the Board in its ongoing work in building cultural capacity, diversity, equity and inclusion. The ED will lead a new strategic planning process in partnership with the Board.

Program Execution

The ED will leverage the expertise, as well as inspire confidence and trust, of Openhouse’s full staff in execution of its mission of serving and supporting LGBTQ+ seniors. The ED will lead, in partnership with the Director of Programs, strategy development and oversight of implementation of best practices in executing programs that fulfill Openhouse’s mission. The ED will address bottlenecks to scale by determining additional service and program delivery strategies.

Mission Engagement and Fundraising

The ED will work with the Mission Engagement Team to maximize Openhouse’s funding channels. This includes successfully maintaining funding from the City of San Francisco and the State of California, as well as expanding institutional funding (foundations, corporations) and support from individual donors. The ED will effectively deploy a high level of political acumen to build, strengthen and steward relationships with elected and appointed City officials and government agencies, community leaders, individual donors, and philanthropic leaders.

External Partnerships

The ED will be innovative, creative, and savvy at forging and maintaining mutually beneficial external partnerships to further Openhouse’s mission. Currently, Openhouse has active partnerships with Mercy Housing and On Lok, providing housing and services and a community-based adult day program, respectively.

Spokesperson and Brand Building

The ED will build Openhouse’s brand and raise Openhouse’s visibility so that San Francisco residents, policy makers, community-based partners and elected officials see Openhouse as the go-to organization for direct services, programs, and housing for the LGBTQ+ seniors’ community. As the spokesperson for Openhouse, the ED will be a diplomatic and adept at nuanced community leadership and communications to a wide array of audiences.
Financial Leadership

The ED will work in partnership with the Board and Director of Operations on the strategic and operational financial management of Openhouse, bringing an experienced leadership lens to the financial operations. The ED will provide oversight of solid financial management and sustainability, as well as appropriate reporting of the complexities of Openhouse’s financial operations.

Human Resources and Diversity, Equity & Inclusion

The ED will lead and support the hiring and training of staff, ensure Openhouse offers professional development, and that retention measures are in effect. The ED will be a passionate champion of diversity, equity and inclusion (DEI) at all levels within Openhouse and the communities it serves, ensuring appropriate DEI policies and practices are developed and implemented.

This Exciting Leadership Opportunity!

The Board is seeking a strategic and visionary leader to continue Openhouse’s pioneering leadership in aging services for the LGBTQ+ community. This executive will bring a growth mindset to the organization. They will empower operational excellence. They will seek creative and innovative ways to achieve the organization’s mission. The new Executive Director will start at an exciting time in Openhouse’s trajectory as the organization enters its 23rd year of community impact, the opening of the Community Center, and imminent growth opportunities.

This is an exciting opportunity to lead a well-established, well respected organization that continues to expand its leadership in the San Francisco Bay Area to meet the challenges of the aging LGBTQ+ community with housing, direct services, and programs, including unique and innovative partnerships with organizations such as Mercy Housing California and On Lok.

RESPONSIBILITIES

Organizational Leadership & Strategy

- Set the strategic direction, in partnership with the Board, and serve as a vision ambassador for Openhouse’s staff and Board
- Lead Openhouse through the immediate and short-term environment of the coronavirus pandemic
- Determine, implement and steward, in partnership with Board and staff, the growth strategy for Openhouse
- Position Openhouse as a community thought leader on meeting the challenges of aging of the LGBTQ+ senior community via housing, direct services and programs.

Fundraising and Marketing

- Working in collaboration with the Mission Engagement team, expand the diversity of revenue channels for Openhouse, including public funds, institutional funders, and individual donors
- Fundraise to meet Openhouse’s annual budget requirements
- Raise Openhouse’s visibility in the San Francisco Bay Area, including coordinating branding and marketing efforts

External Relations

- Advocate for Openhouse and its vision by being its chief spokesperson to government agencies
at the local and state level as well as private individuals and institutional audiences

- Build and maintain relationships with San Francisco City government officials, key individuals in the California State Government agencies, and other senior or aging services entities to promote Openhouse’s mission and ensure government financial support
- Ensure positive community relations, including public and private sector relations

**Operations and Management**

- Lead and manage the Openhouse senior management team and serve as an inspiring leader for the entire staff; ensure professional development opportunities for staff
- Oversee the financial well-being and sustainability of the organization including, in partnership with the Director of Operations, budgeting, financial reporting, monitoring of the audit process, and working with the Finance Committee of the Board
- Lead Openhouse’s staff with an appreciation for diversity, equity, and inclusion at all levels in the organization, ensuring appropriate practices and protocols are in place

**CANDIDATE QUALIFICATIONS / EXPERIENCE**

**Education:** Bachelor’s degree or the equivalent work experience is desired.

**Experience:** Ten or more years of nonprofit, private sector, or public sector leadership in roles of increasing responsibility. Prior experience in a chief executive role is considered a strong plus.

- Experience in aging services; knowledge and understanding of seniors’ issues.
- Experience working successfully with government agencies, including securing funding and implementing programs or providing services.
- Management of an annual operating budget of $3 million or greater, ideally of an organization or entity with complex finances.
- Experience managing and developing a multi-level staff of comparable size.
- Track record of partnering with a Board of Directors in governance, fundraising, and strategic organizational growth.
- Proven ability to fundraise from an array of sources, including securing grants and contracts from government sources, funding from institutional donors, and securing major and recurring gifts from individual donors.
- Experience working with complex organizational partner entities to advance the mission of an organization.

**COMPETENCIES / ATTRIBUTES**

The successful candidate will have:

- Knowledge of and experience with the issues and challenges of seniors; experience working with aging services
- The ability to **work with City agencies** to achieve the organization’s mission, influence policy, and secure funding for aging services and programs
- An understanding of **social justice** and a commitment to lead with a demonstrated appreciation of **diversity, equity and inclusion** with both Openhouse’s staff and the communities Openhouse serves
- Highly developed **communication skills**, both verbal and written, and the ability to speak in a compelling fashion about Openhouse’s mission and vision
- Strong **interpersonal and relational** skills, being **approachable** and **accessible**
- A **growth mindset** leveraging the partnership with the Board and staff as well as external relationships
- Good **negotiating skills**
- The ability to work in partnership on senior service delivery, **real estate development and housing asset management**

The successful candidate will be:
- **Passionate about Openhouse’s mission, vision, and values** and the critical importance of addressing the challenges of aging in the LGBTQ+ community members, with the ability to **communicate that passion** to donors, staff, funders, partners, and government partners and community stakeholders
- Able to establish **rapport and partnership with Openhouse’s Board of Directors** supporting its governance and assisting in its growth and development
- Skilled in **management and development of diverse staff; a team builder**
- **Flexible and adaptable**
- **Empathetic, trust-based, transparent**, and able to make **difficult decisions**
- Skilled in speaking convincingly to a wide **array of audiences**
- **Politically savvy, innovative, and engaging**, with an enviable **work ethic**
- Committed to working as a **team**, with **humility** and a **sense of humor**

**COMPENSATION**

A competitive compensation package, including a comprehensive benefits package, will be offered commensurate with experience.

*Openhouse is an equal opportunity employer and encourages candidates with diverse backgrounds and experiences to apply.*

For additional information regarding this opportunity, please contact:

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