

Position Opening:

Title: Executive Director
Reports To: Board of Directors

To be “Out Front” means to be honest, visible, and a leader. Our mission at OutFront Kalamazoo is to create a just, inclusive, equitable, and supportive environment in Southwest Michigan for people of all sexual orientations and gender identities, and expressions. OutFront Kalamazoo is seeking our next Executive Director to continue the 37-year legacy we have built for our community.

The Executive Director will support the overall strategic and operational responsibility for OutFront Kalamazoo’s staff, programs, community partnerships, event management, and resource development. Reporting to the Board of Directors, the Executive Director will be an inclusive and collaborative leader with experience in fundraising, budget management, program management, housing, major event planning, and strategic/programmatic community involvement.

Responsibilities

Leadership:

- Lead, coach, and develop the Directors and Staff within the organization;
- Provide equitable guidance, coaching, collaboration, and clear, consistent communication to the board;
- Ensure ongoing programmatic excellence and evaluation, quality of finance and administration, and value-aligned fundraising, communications, and operational systems;
- Support staff in continued education regarding trauma informed decision making, mental health emergency support and anti-oppression practices;
- Effectively communicate program components and success measures to the board, funders, and other resource partners;
- Engage the board, staff, and community stakeholders in the organization’s short and longer-term accessibility, diversity, equity, and inclusion plans;
- Continue to enhance our ability to provide housing to the LGBTQIA+ community experiencing homelessness.

Management:

- Manage the organization's financial actions in collaboration with the board. Duties include tracking cash flow, financial planning, and analyzing the organization's financial stability for long-term success;
- Implement, maintain, and review payroll processing systems to ensure timely and accurate payroll transactions including salaries, benefits, taxes, and other deductions;
- Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates;
- Ensure work environments are adequate and safe, including agency insurance coverage and federal compliance with OSHA and DOL regulations;
- Actively participate with event planning committees to ensure major events such as Kalamazoo PRIDE are successful;
- Oversee the strategic management of Legacy House and continue forward momentum with Host Homes and Housing Navigation to those experiencing housing insecurities.

Fundraising & Communications:

- Understand and engage with complex funding streams (e.g., foundations, value-aligned corporate, individual, government, etc.) and rapidly changing trends in non-profit, health and human services, and queer service organizations;
- Manage fundraising and grant opportunities, and applications processes;
- Expand value-aligned revenue-generating grants and fundraising activities;
- Work in partnership with the board of directors and staff to identify, solicit and acquire new sources of funding to support existing program operations and future expansion;
- Act as, or appropriately delegate, the responsibility of primary spokesperson for the organization with government agency leaders, and with non-governmental ally funding communities;
- Establish intentional communication and outreach to marginalized communities to increase visibility of the organization.

Diversity & Inclusion:

- Provide a holistic understanding of diversity that includes but is not limited to race, ethnicity, gender, gender identity or expression, sexual orientation, size, age, nation origin or place of birth, socioeconomic background, physical or mental disability, medical status; marital status, justice-involvement status, parental status, or veteran status;
- Maintain a commitment to cultural humility, continued education, and personal/professional growth both internally and externally;

QUALIFICATIONS

The Executive Director must be aligned with the OutFront mission and the people we serve. All candidates must have proven leadership, organizational development, fundraising, financial, and relationship management experience. The Executive Director must also have extensive knowledge of the dynamics of oppression and the history of the LGBTQIA+ community.

- Demonstrated success within the non-profit leadership sector supporting BIPOC, Queer or other marginalized communities.
- Must possess the qualities of an empathetic, mission driven and action-oriented individual;
- Direct experience regarding non-profit grant management and fund development;
- Successful event management experience, including in-person events and large-scale planning;
- Ability to effectively manage organizational budgeting and fiscal planning;
- Demonstrated ability to manage conflicts both internally and externally;
- Proven success working with a board of directors with the ability to strengthen board member relationships;
- Excellent public relations experience with the ability to engage a wide range of stakeholders.

Systemic inequities in hiring cause people who are BIPOC, LGBTQIA+, and others with non-dominant identities to apply for jobs only when they meet 100% of the qualifications. We encourage you to break that statistic and apply if you feel you would be a good fit for this position, as applicants rarely meet 100% of the qualifications. We look forward to your application. OutFront Kalamazoo is an equal opportunity employer.

Timeline: This search is currently open and will be accepting applications from Tuesday October 15th, 2024 – Tuesday October 29th, 2024. Please submit resume and application via Indeed ([Indeed Job Posting](#)). For any questions or technical assistance please contact Stephanie Green, sgreen@rosetreetadvisors.com.

Compensation & Benefits: OutFront Kalamazoo provides a holistic compensation and benefits package that supports the well-being of our employees. This position has a base salary range of \$70,000-\$85,000. The organization also offers employer sponsored medical, dental, and vision coverage and a minimum of 21 days of PTO annually.