



Position Description

Position Title: Executive Director, ALSO Youth

Supervisor: Chair/Co-Chairs, Board of Directors

Summary Description

ALSO Youth is a nonprofit organization dedicated to supporting, affirming, and empowering LGBTQ+ youth. Founded on the principles of inclusion, advocacy, and community, ALSO Youth provides a safe and welcoming environment where young people can be themselves, access resources, and build meaningful connections. Through a variety of programs and services, including counseling, educational workshops, social events, and leadership opportunities, ALSO Youth strives to create a world where all LGBTQ+ youth feel valued and respected. The organization is committed to promoting understanding and acceptance, advocating for the rights and well-being of LGBTQ+ individuals, and fostering a more inclusive society for future generations.

ALSO Youth seeks a mission-focused, collaborative, and innovative Executive Director to inspire, motivate, and support staff and stakeholders in creating inclusive communities through support, education, and advocacy for LGBTQ+ Youth.

Reporting to the Board of Directors, the Executive Director provides dynamic and engaged leadership in strategic planning and day-to-day operations. This includes overseeing programs, fundraising, staff, and administration, and ensuring accountability in interactions with the Board, partners, and the public. The Executive Director will embody and instill the values of inclusion, support, and advocacy, fostering relationships and establishing forums for dialogue among key stakeholders.

The successful candidate will have demonstrated experience as a collaborative leader, an excellent manager, and an accomplished fundraiser. This position requires someone with outstanding organizational leadership, an entrepreneurial spirit, and a partner-and mission-serving mentality.

Responsibilities

- **Organizational Operations**
 - Establish organizational operation processes and procedures including (but not limited to) accounting procedures, safety, permissible uses of youth centers. Monitor and adjust as needed.
 - Ensure adequate scheduling of staff and volunteers to maintain ALSO Youth activities and services.
 - In cooperation with the Finance team and Board of Directors, develop and manage the annual budget and staffing projections.
 - Collect, analyze and review data relevant to business operations including cultural trends, participant demographics, satisfaction surveys for programs and training sessions.
 - Collaborate with Board committees and staff as appropriate to plan, implement, and review special events (Annual Prom, Summer Camps, Fundraisers, and Volunteer appreciation events).
- **Personnel Management**
 - Hire, train, and supervise all employees.
 - Create or revise, as needed, comprehensive job descriptions.
 - Maintain relevant Employee Handbooks to be shared with all employees and revise as needed.
 - Establish performance standards and criteria with staff input for annual performance reviews.
 - Collect timesheets and forward to the bookkeeper as scheduled.
 - Manage payroll budget within approved parameters.

- Collaborate with staff to recruit, train, and manage volunteer base and relationships.
- **Fundraising**
 - In collaboration with the Board and Committee Chairs, implement a comprehensive fundraising plan to include individual and corporate giving, events, foundation giving, planned giving (legacy), and grants.
 - Actively support the ALSO Youth Ambassador Program to attract and grow supporters and donors.
 - Develop and maintain donor relationships to solidify long term financial support
- **Programming**
 - Overall management of organization's programs and activities, including but not limited to:
 - Implement programs and services
 - Evaluate the effectiveness of programs and services and ensure program staffing is supported by the budget.
 - Effectively allocate budget and resources
 - Thoughtfully respond to youth and families' needs and requests
- **Outreach and Inclusive Community Building**
 - Act as the public face of ALSO Youth in all dealings with the local, state, and national community and promote positive public relations regarding the organization.
 - Attend and support community partnership events to increase organizational awareness.
 - In connection with Outreach Coordinator, develop and present meaningful training and education sessions to community organizations, corporations, and government entities to educate on LGBTQ+ youth issues in order to realize the ultimate goal of building an inclusive community.
 - Identify and cultivate new partnerships and alliances to grow AY awareness and support.
 - Regularly communicate with AY constituents through ongoing communications via website, e-newsletters, and social media. Oversee all social media and website posting and communication.
- **Board Relations**
 - Attend all Board of Directors meetings and collaborate with the Board President on meeting agendas.
 - Keep the Board fully informed on significant organizational issues in between board meetings.
 - Provide monthly ED reports from all departments to the board.
 - Serve as a liaison to Board Committees and attend all standing committee meetings.
 - Work collaboratively with the Board to establish short-term and long-range strategic planning and goals.
- **Legal Compliance**
 - Ensure the organization complies with local, state, and federal regulations.
 - Identify and communicate the need to consult with legal counsel, when required
 - Provide necessary information and documents to the bookkeeper for legal and financial reports.

Requirements

- Bachelor's Degree required. Equivalent work experience will be considered.
- Attainment of a MSW, MPA, MBA, JD or other equivalent advanced degree is preferred.
- Five or more years of professional business experience, including a minimum of three years' experience in nonprofit administration with significant experience in leadership and supervisory responsibilities. Prior experience in an Executive Director position is preferred.
- Demonstrated ability to implement fundraising plans including donor cultivation and grant writing, reporting, and relationship management. Preference will be given to demonstrated experience in creating and executing an endowment campaign and/or capital fundraising initiative.
- Strategic thinker with strong analytical skills and attention to detail.
- Proven success in developing and implementing programming.
- Demonstrated skill in public speaking and ability to develop and maintain significant interpersonal relationships.
- Relevant and demonstrable experience working with youth and young adults.

- Relevant experience within the LGBTQ+ community and with LGBTQ+ groups or organizations. Knowledgeable about cultural language including use of non-traditional pronouns and gender identities.
- Willingness and ability to advocate in the community for LGBTQ+ issues of importance.
- Successful experience in hiring, training, and managing paid staff and volunteers.
- Excellent verbal and written communication skills, including giving clear and concise direction, and successful conflict management skills. Effective knowledge of social media communication and technology.
- Comfortable working in and promoting a multicultural environment.

Qualified candidates should forward a completed application, current resume with references, and cover letter to ed@alsoyouth.org.