

1VCC

ED Requirements

Experience and Education Requirements

- Bachelor degree in business, nonprofit management, public administration or related area (Equivalent experience will be considered)
- Successful management experience, including supervision
- Meaningful experience working with nonprofit organizations, boards and committees
- Experience in program management and development
- Diversified fund development experience, including foundations, corporate sponsorships, donor relations, membership, special events and grants
- Proven experience managing a budget with accountability for results
- Proven experience in community relations and public policy issues affecting the LGBT community
- Demonstrated commitment to inclusiveness and diversity in all aspects of management and operations.

Skill Requirements

Financial Management Skills

- Good knowledge of the basics of financial management
- Ability to manage a budget
- Understands financial controls and monitoring
- Understands the basics of cash flow management
- Ability to develop and maintain effective and accurate financial reporting and tracking
- Holds self and others accountable

Strategic and Operational Management Skills

- Provides leadership and initiative for the development and implementation of 1VCC's strategic plan
- Ability to translate strategies into operating plans and objectives
- Puts effective processes/systems in place to manage the work of 1VCC
- Utilizes resources effectively (external and internal)
- Has strong analytical and problem-solving skills to address problems and make appropriate decisions
- Applies a disciplined approach to change (i.e. addition of new programs; change in processes, etc.)
- Ability to balance short term and long term needs of 1VCC
- Ability to set goals and priorities in collaboration with 1VCC Board and staff, assign accountability, track results and evaluate overall effectiveness of 1VCC work.

Program Management

- Skills and experience in program development and management
- Ability to evaluate the viability of existing programs using outcome measures
- Ability to evaluate community program needs and agency/community capacity to deliver program needs

People Management Skills

- Ability to attract, select, motivate and retain high quality, diverse employees and volunteers with backgrounds appropriate to the needs of 1VCC
- Ability to effectively develop a diverse base of talent; motivates and empowers the staff; delegates effectively; provides constructive feedback and recognition
- Ability to create an environment of trust and open communication; communicates openly and frequently; listens effectively; resolves conflicts and problems quickly
- Provides staff with an appropriate level of independence balanced with guidance and direction
- Highly engaged and committed to the success of the team

Board Relationship Management

- Ability to establish a relationship with the Board built on trust and credibility
- Clarifies roles and responsibilities with the Board; clarifies Board expectations of the ED and the staff; has a clear understanding of accountability to the Board
- Communicates openly with the Board and keeps them informed as appropriate
- Provides administrative support and regular operational and financial data to the Board
- Manages conflicts or disagreements with the Board in an effective manner; direct and assertive, but professional

Community Relations

- Well-developed communication skills both verbal and written
- Ability to serve as a highly effective ambassador for 1VCC and the LGBT community; can communicate the vision and strategy of 1VCC in a compelling way
- Proactively and systematically seeks out and listens to the needs of the various stakeholders associated with the LGBT community and 1VCC; develops a deep understanding of the needs of the community
- Has a demonstrated commitment to customer service
- Develops partnerships that are appropriate to the strategies of 1VCC; develops collaborative relationships with a broad and diverse base of other community agencies

Public Policy

- Basic understanding of governmental and legislative functions
- Experience in communicating policy goals to elected officials
- Understanding of basic community organizing principles
- Working understanding of the legal rights and responsibilities of a 501(c)(3) and (c)(4) corporation regarding political activities

Fundraising

- Ability to be a key player in the development of the fundraising strategy; understanding of how to use staff and Board effectively to develop and implement the strategy
- Builds relationships with foundations and corporate sponsors; initiates contacts and develops long-term supportive relationships.
- Personally engages in the fundraising process and activities; plays a proactive leadership role in the cultivation of major donors; takes leadership accountability for building and cultivating individual donor base.

Leadership Characteristics

- Projects personal presence and professionalism
- Exhibits enthusiasm, passion and ownership for the work and the organization
- Demonstrates high ethical standards and integrity
- Treats all individuals with respect; demonstrates appreciation and respect for diversity
- Demonstrates self-esteem and emotional maturity
- Demonstrates courage; takes appropriate risks
- Demonstrates a strong work ethic and commitment to high performance
- Adaptable and flexible; works constructively under pressure; responds resourcefully and positively to change and ambiguity (Drama free)
- Manages stress effectively and maintains personal life balance
- Has a strong personal vision; focuses on possibilities and opportunities, demonstrating persistence and resilience