

**Recruitment Profile for the Position of
Executive Director
The Center for Sexuality & Gender Diversity**



Position Description

Title: Executive Director

Organization: The Center for Sexuality & Gender Diversity (The Center)

Reports to: Board of Directors

Location: In-Person; Kern County (Bakersfield), CA

About The Center

The Center for Sexuality & Gender Diversity (The Center) is a 501(c)(3) nonprofit organization serving the gay, lesbian, bisexual & transgender community (LGBTQIA2S+) in Kern County, California.

Mission and Values

The Center is an easy access hub providing safe, supportive spaces and services to Kern County's LGBTQIA2S+ community and allies. We welcome persons of all identities and strive toward a goal of creating a feeling of belonging for all persons while serving as a bridge connecting to the greater community in Kern County.

Organizational History

The Center opened as a downtown community outreach center in 2011 and operated as volunteer-run organization until the first paid staff position was filled in 2016. Currently, there is a paid staff of seven. A second location, The Annex, houses administrative offices and counseling services. The 2023-24 Budget is \$750,000., funded by local donors and multiple grants.

Organizational Impact

The Center provides services to support Kern County LGBTQ+ residents in living happy, productive, fulfilling lives in a safe and supportive community. Our efforts are focused on individual support services such as counseling and activities to help build self-esteem, and community transformation activities including cultural competency trainings. By conservative estimates, 66,000 Kern residents identify as

LGBTQ+ (7.1% of the population, as estimated by Gallup, 2022); many have struggled for self-acceptance as well as acceptance and understanding from family, friends, and community. The Center provides that acceptance and educates the wider community in how to provide affirming services. Since opening, The Center has welcomed over 13,000 visitors into its Safe Space as it serves the needs of Kern County’s LGBTQIA2S+ community.

Programs & Offerings Include:

- Gender Rebels 8-week Workshop
- Bi+/Pan 7-week Workshop
- Teen & Young Adult Discord Chats
- Mindfulness Meditation
- Aro/Ace Space
- Rise-Up Book Club
- QTBIPOC Meetup
- LGBTQ+ A.A. Meetings
- Youth & Young Adult Gatherings (game nights, picnics, crafting)
- Counseling & Advocacy Services
- Open Hours at the Center (Community & Social, Games, and Gathering)
- Cultural Competency Corporate Trainings

Location

The Executive Director should reside in Bakersfield or Kern County.

Reporting

The E.D. reports directly to the Board of Directors, and manages a team of seven, five of whom report directly to the Executive Director.

The Position

The Executive Director will assume executive leadership responsibility for the Center for Sexuality & Gender Diversity (The Center.) In partnership with The Center’s Board of Directors, the E.D. will provide strategic, administrative, and financial stewardship of the organization, and will lead organizational development, fundraising/resource development, staff management, external relations, and strategic communications efforts. They will work collaboratively with internal and external partners and stakeholders to advance The Center’s vision and mission.

A key responsibility for the new E.D. will be working collectively with the Board, Staff, and external consultant to facilitate a strategic planning process, which will serve as a guiding vision for The Center over the next three to five years.

The new E.D. will provide motivational and equity-centered leadership of The Center with a particular focus on the following organizational priorities as identified by Board, Staff, and external Stakeholders – all with deep and intentional focus on equity and inclusion:

ORGANIZATIONAL DEVELOPMENT: Continue improving and professionalizing the systems and structures that support The Center’s people, programs, and organizational growth.

FUNDING: Increasing revenue and diversifying income streams and sources.

PARTNERSHIPS: Strengthening relationships with partners and allied organizations and movements in Kern County.

Responsibilities

[NOTE: It is understood that no single candidate will have equal expertise across all of these areas of responsibility. Successful candidates will demonstrate a compelling combination of many of them and the self-awareness and professional maturity to leverage existing or new resources in the area(s) where they lack personal experience.]

1) Organizational Leadership and Development

- Collaborate with Board, staff, and consultant(s) to lead a strategic planning process
- Solidify a clear vision for The Center that inspires and motivates board, staff, and community members.
- Provide leadership to the development of organizational infrastructure including systems, processes, tools, and protocols to support mission fulfillment.

2) Fundraising and Revenue Generation

- Serve as the chief fundraising officer for The Center, collaborating closely with the Board and staff to grow financial resources through grants, individual major giving, events, corporate giving, and fee for service offerings;
- Maintain positive, personal relationships with individual and institutional funders;
- Ensure effective grant acquisition, administration and management;

3) Staff Management and Support

- Manage and support The Center's staff with an emphasis on mentoring, professional development, and alignment of work duties, job descriptions, and organization priorities.
- Establish an environment of trust, accountability, and clear communication and transparency.

4) Finance and Administrative Management

- Oversee grant management, reporting, and invoicing.
- Provide transparent fiscal stewardship, ensuring appropriate resource utilization.
- Provide timely and accurate financial reporting to the Board of Directors.

5) Board of Relations

- Prepare and present appropriately detailed program, management, and financial updates to the Board of Directors.
- Assist with new Board Member recruitment and training.
- Attend all Board meetings and participate in ongoing calls as needed.
- Support the operations and administration of the Board of Directors meetings including assisting with meeting logistics and preparation.

Candidate Profile:

The new Executive Director of The Center will be an experienced, motivational, and equity-centered leader with a professional track record of organizational development and mission advancement. They will bring a transparent, inclusive, and collaborative leadership style, and the ability to direct, mentor, support, and coach staff at all levels of experience and professional development. Candidates for this position should have a personal style that is empathetic, warm, and engaging, along with the ability to

set healthy boundaries, hold people accountable, and actively listen/respond to the needs of a wide range of internal and external constituents. They should be empathetic, accessible, and people-centered and, at the same time, bring the professional skills and knowledge to lead The Center to new levels of success and impact. Regardless of professional background, a personal understanding of and commitment to intersectional issues/identities (race, gender, sexual orientation, ability, socio-economic status, etc.) in the LGBTQ+ community is essential.

Desired Skills and Experience (Should Have):

- Minimum of two to five years of organizational leadership experience in a progressive nonprofit environment;
- Deep understanding of social justice, racial and gender equity, and LGBTQ+ issues;
- Strong diversity, equity, inclusion, and belonging (DEIB) lens, with the experience to lead by example in centering racial, sexual, and gender equity, as well as disability justice, in all facets of an organization;
- Proven track record of nonprofit fundraising, including individual giving, corporate and foundation support, grants and contracts, fee-for-service/earned revenue, and/or special events;
- Previous financial oversight and budget management responsibility for an organization (or department) of comparable – or larger – size and complexity;
- Excellent people and team management skills to positively coach and mentor staff across departments and functions while also ensuring accountability for results and outcomes;
- Exceptional written and oral communication skills including media relations, marketing, and messaging;
- Strong interpersonal skills with an ability to build and work in coalitions and to grow and maintain individual and institutional relationships;
- Organizational leadership abilities including planning, delegating, program development, and task facilitation, as well as budgeting, and grant/contract management skills;

Supplemental Skills and Experience (Nice to Have):

- Existing knowledge of/connections to The Center’s partners, funders, and allied organizations;
- Familiarity with local, state, regional, LGBTQ+, social, and racial justice advocacy movements and leaders;
- Training in and familiarity with project management strategies, tools, or practices;
- Knowledge of developing and implementing HR practices, policies, and protocols;
- Experience working with a Board of Directors or similar volunteer leadership group.

Desired Personal Qualities and Characteristics:

- Strong interpersonal skills and high level of self-awareness;
- Demonstrated commitment to centering the needs of the most marginalized LGBTQ+ individuals and operating within a broader social justice framework;
- Ability to connect authentically with people at all levels of power, privilege, ability, socio-economic status, and ideologies across the political spectrum;

- Deep understanding of marginalized identities and a trauma-informed approach to management;
- Open and collaborative by nature but can be decisive when necessary. Not afraid to make difficult or unpopular decisions;
- Bridge builder, collaborator, and reliable partner – internally and externally;
- Humble, approachable, and an active listener. Welcomes new ideas, approaches, and perspectives;
- Able to set and respect personal and organizational boundaries (for self and others), practiced in self-care;
- Flexible, adaptable, and rooted in compassion and empathy;
- Patient and resilient with a sense of humor;

COMPENSATION AND BENEFITS:

The Center is offering a comprehensive compensation package including a salary in the range of \$65,000 to \$73,000 and benefits. Benefits include individual health coverage and dental coverage (both 100% covered by The Center), 10 days PTO in 1st year and employee-funded retirement plan.

To apply, email your resume/CV and cover letter to execdirector@thecenterbak.org.

Application deadline closes August 30, 2023, or until filled.

Applicants may be interviewed before the deadline.