

UCC Coalition for LGBT Concerns

Executive Director

Job Description

The Executive Director position is:

- To implement the strategic goals and objectives of the organization
- With the moderator, to enable the Board to fulfill its governance function
- To give direction and leadership toward the achievement of the organization's mission, vision, strategy, and goals and objectives

The Executive Director reports to the Board of Directors

Primary responsibilities

Leadership

- Provide leadership and work with the Board of Directors to set the strategic directions, priorities, and policies of the organization
- Develop creative and innovative approaches to accomplish goals and carrying out the mission of The Coalition
- Be a leader in advocating on issues of central importance to The Coalition
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Work with the Board of Directors to utilize their talents effectively in the support of the mission and work of The Coalition
- Organize and motivate staff to maintain consistently high levels of performance in carrying out the mission and work of The Coalition
- Organize and motivate volunteers to utilize their talents in carrying out the mission and work of The Coalition
- Provide spiritual leadership for The Coalition

Financial Management and Development

- Develop with staff and Board of Directors the annual budget and monitor same
- Work in conjunction with the Board of Directors to develop, manage, implement and evaluate a fund development plan:
 - Set annual funding goals
 - Develop sources of funding including financial support from stakeholders and grant sources
 - Facilitate fund raising appeals
 - Prepare grant applications and administer grant funds received

Program Management

- Manage the development, implementation and evaluation of all programs, events, projects, and services
- Direct staff in the delivery of programs and services

- Initiate efforts to cultivate new stakeholders and work to strengthen relationships with current stakeholders
- Coordinate the work of The Coalition with ecumenical, interfaith and secular partners

Organizational Management

- Oversee the day-to-day operations of the organization
- Hire, supervise, and evaluate staff and provide opportunities for staff development
- Ensure that the organization operates within the limits of board-approved budgets, policies, and bylaws, as well as within all applicable laws and regulations
- Support the Board of Directors and all committees

Public Relations

- Communicate and interpret the mission and vision of The Coalition to stakeholders and the wider community and society
- Serve as the spokesperson for the organization
- Manage the development and dissemination of descriptive program literature

Travel and overtime requirements

Some evening and/or weekend work will be required Moderate travel (30-40%) and overnight attendance at Coalition, denominational, ecumenical and interfaith meetings around the country is required.

Knowledge, Skills, and Attributes

Required:

Member of the United Church of Christ and strong knowledge of its polity and theological positions

Masters level education or equivalent related experience (7 years)

Understanding of and demonstrated commitment to LGBT concerns, broader social justice advocacy, and their intersections

Strong communications skills- written and oral

Demonstrated ability to build strong interpersonal relationships with a wide range of stakeholders, including those in positions of institutional authority and members of marginalized communities.

Demonstrated ability to work effectively with people of varied and diverse cultures, identities and backgrounds

Proven leadership, collaboration and coordination abilities and experience

Solid fundraising experience with donors and grantors including understanding of successful grant writing and individual donor solicitation

Ability to work effectively with Board of Directors and other volunteers

Excellent management and administrative abilities

Self-motivated to work independently as well as collaboratively as a team player

Good judgment, problem solving and decision making skills

High personal and professional ethical standards
Commitment to continued education and professional development

Desired:

UCC authorized ministerial standing (desirable but not required)

Ability to facilitate worship

Locating to Cleveland negotiable