

North Carolina Lambda Youth Network Job Announcement for Executive Director

Background

The North Carolina Lambda Youth Network (NCLYN) is a 501(c) (3) organization founded in July of 1996 with a seed grant from Southern Community Partners, a project of the Lyndhurst Foundation. Always listening to the experiences of our youth and young adults, NCLYN has developed into an organization that especially provides culturally competent services to people who would not likely find support anywhere else, such as lesbian, gay, bisexual, transgender, questioning and allied (lgbtqa) people of color or lgbtqa high school students.

NCLYN has interacted with hundreds of North Carolina lgbtqa young people who consistently express the need for leadership training, a forum for communication with their peers, and affirming space where they may develop a variety of skills. As an organization created and led by young people, we have firsthand experience and knowledge of the needs and potential of lgbtqa young people in North Carolina. NCLYN has extensive experience in youth organizing and has garnered the support of a diversity of people in North Carolina and across the nation. NCLYN also has volunteers who passionately believe in our work and are committed to building the organization.

NCLYN's commitment to ensuring our young people are appropriately served by other organizations has led us to work with other local organizations to increase awareness of our youth's needs and issues. NCLYN also makes a special effort to introduce our young people to issues and the regional and national level by partnering with and participating in a variety of regional and national conferences on the issues that matter to them.

Job Description

The Executive Director reports directly to the Board of Directors. Broadly, the Executive Director is responsible for day to day operations of the organization. The position requires excellent interpersonal and communication skills as well as strong sense of dedication and initiative. Duties are as follows:

- **Organization and staff management**

The Executive Director provides leadership and supervision to a staff that will challenge itself to exceed operating and strategic goals. S/he will encourage personal and professional development of staff as well as regular evaluations and trainings. The Executive Director also provides oversight and administration of the volunteer program for NCLYN.

- **Finances and development**

The Executive Director develops in conjunction with the Board treasurer an annual budget of approximately \$120,000 and oversees the efficient disbursement of resources. The primary source of funds for the organization are generated from grants and therefore, the Executive Director must be proficient in grant writing. S/he also serves as the

primary point of contact with grant-making foundations and similar sources of support, researching and drafting funding proposals. Further, the Executive Director oversees all fundraising activities, including the development of an individual/small business donor base and a corporate donor base.

- **Program design, implementation and/or administration**

The Executive Director works with programming staff members to plan and coordinate work that is in line with current program goals and strategies. One of the main charges of the organization is to be responsive and sensitive to the needs of the constituency. The Executive Director provides advice to the Board as needed about providing new programs or changing the emphasis of current programming as based on NCLYN's core themes of programming. Partnering with existing organizations is an essential part of NCLYN's work, and the Executive Director must be comfortable with collaboration and promoting of programs with other non-profits and public entities.

- **Public affairs and communication**

The Executive Director is the face of the organization to the community and will cultivate and encourage public engagement with NCLYN's mission and goals. S/he will regularly engage in media appearances and public speaking opportunities in the community to heighten the awareness of NCLYN's programs to potential young people, community members, and funders. S/he will be comfortable with utilizing new technology and media to reach potential stakeholders.

Required

- 2 years minimum supervisory experience
- Proven proficiency in grant writing and foundation fundraising
- Demonstrated commitment to diversity and equality
- Demonstrated oral and written communication skills
- Experience in community fundraising and communication
- Computer, internet and typing skills
- Candidates should have proven success in managing multiple priorities and the ability to work creatively both independently as well as part of a small staff.

Preferred

- Bachelor's degree or higher level of education
- Experience with bookkeeping software, such as Quicken or accounting experience
- Demonstrated experience in successfully applying for foundation grants or the equivalent
- Experience working with a non-profit, preferably in a supervisory capacity
- Experience working with young people and/or people of color
- Experience working with LGBTQ people

Salary and Benefits

This is a salaried/exempt position. Salary is \$30,000 to \$35,000 commensurate with experience and skills. Benefits include health insurance, 12 days sick leave, 15 days of

annual leave, holiday leave and educational and professional development opportunities. Relocation costs will not be provided.

How to Apply

Applications will be reviewed as they are received, and the **position closes on February 13, 2006**. Please do not call the NCLYN office with inquires. Applications requested by email with cover letter, resume with salary history, relevant work/volunteer experience and contact information or recommendation letters from three references. If applications must be sent:

NCLYN Search Committee
C/o Le June Perrin
P.O. Box 61362
Durham, NC 27715-1362
sebastianbattle@yahoo.com

An optional 1-page statement on youth leadership and multi-issue organizing may also be included in the application. Written or electronic confirmation of the application will be sent as soon as it is received. Please visit <http://www.nclyn.org> for more information about NCLYN.

NCLYN is an equal opportunity employer and dos not discriminate on the basis of race, color, national origin, sex, age, disability, religion, sexual orientation, or gender identity. People of color and lgbtqa people are especially encouraged to apply.