

# Generations Aging with Pride

## Executive Director Job Description:

The Executive Director is the key management role of the Generations Aging with Pride organization. The primary role of the Executive Director is to develop the infrastructure to create a mature and sustainable organization. This hands-on Executive Director is responsible for bringing to life the mission, vision, and goals of this new non-profit. The position's key functions are to create an innovative, vibrant, sustainable organization that becomes a focal point for information resources, services, and advocacy for older LGBTQ individuals. Responsibilities include all aspects of running a small non-profit including effective board support, branding and marketing, increasing revenue and strategic planning, and managing and growing programs, the Executive Director plays a significant role in advancing evidence-based services and programs that address the underlying causes of older LGBTQ individuals' health disparities and social isolation. The position reports directly to the Board of Directors.

**Mission:** Generations Aging with Pride empowers older LGBTQ adults to live with pride and dignity by providing innovative programs and services that enhance belonging and community, eliminate discrimination, and honor the lives of older members of our community.

### General Responsibilities of the Executive Director:

- **Builds organizational infrastructure that will support growth**
  - Develops and maintains infrastructure to create a mature, thriving, and sustainable organization, including fiscal controls, personnel, and planning for program development and implementation.
- **Creates and maintains an organizational image in the community that is consistent with its mission, vision, and goals**
  - Develops Generations Aging with Pride as the trusted source of information and services for older LGBTQ adults.
  - Develops a brand for Generations Aging with Pride and consistently delivers that brand in all organizational communications.
  - Builds relationships and partnerships with other professional, public, and private organizations that interact with the older LGBTQ adult community.
- **Ensures the financial health of the organization**
  - Ensures fiscal integrity of Generations Aging with Pride, to include submission to the Board a proposed annual budget, monthly budgets, and monthly financial statements, which accurately reflect the financial condition of the organization.
  - Provides strong fiscal management that includes operating within the approved budget, maximum resource utilization, and maintaining the organization in a positive financial position.
- **Increases and diversifies revenue to ensure ongoing fiscal growth**
  - Develops and maintains relationships with key individuals in foundations and governmental entities.
  - Understands where funding is sourced and applies for and receives new grants.

- Develops an annual fundraising plan for private giving.
- Develops other resources necessary for the ongoing fiscal support of the organization's mission, vision, and goals.
- **Ensures that the operations of the organization fulfill its fiduciary obligations**
  - Effectively administers Generations Aging with Pride's operations.
  - Fulfills the organization's contractual, legal, and governmental obligations.
  - Operates the organization in a manner consistent with its mission, vision, and goals.
  - Signs notes, agreements, and other instruments made and entered into on behalf of the organization with Board approval.
  - Hires, manages, and retains staff and contractors.
  - Effectively manages volunteers and interns.
- **Plans, oversees and implements organizational programs**
  - Implements and plans programs that carry out the organization's mission and vision and fulfill the organization's goals.
  - Works with staff and volunteers to ensure the successful delivery of all the organization's programs.
- **Articulate advocacy positions on older LGBTQ topics and policies**
  - Develop awareness of and provide advocacy for the issues of older LGBTQ individuals to elected officials, grant makers, researchers, and the broader community.
  - Provide LGBTQ subject matter expertise input for legislative policies, older adult planning documents or other policy/planning documents that address older adults.
- **Ensures that the Board has what they need to make informed decisions**
  - Communicates effectively with the Board and provides, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Professional Qualifications of the Executive Director:

- Master's degree or higher (MBA, MPA, MSW or related field) with at least 5 years of non-profit Executive Director experience or a Bachelor's degree with 7 years of related experience.
- Demonstrated experience growing a new small entity to a mature, thriving, and sustainable non-profit organization. This includes engaging in hands-on operations while creating the infrastructure and staff to support those tasks.
- Experience working with and passion for the LGBTQ community as well as knowledge of the laws, policies, and intersectionality of issues affecting that community.
- Experience working with and passion for the aging and older adult community as well as knowledge of the laws, policies, and intersectionality of issues affecting that community.
- Experience working with diverse groups and individuals and a commitment to continuing and expanding diversity in all of the organization's operations.
- Excellent written and verbal communication skills, ability to effectively use Microsoft Office products, Quickbooks, Google products, and ability to learn and use additional software products as needed, self-motivated, ability to work and make timely decisions both independently as well as collaboratively, ability to track and communicate both completed work

and future work plans to all stakeholders in a timely and consistent manner, strong interpersonal skills, availability to work weekends and evenings as needed.

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