



website: posimages.org | phone: (707)568-5830

Title: EXECUTIVE DIRECTOR

Classification and time: Salaried \$85,000-\$105,000 depending on experience. Full-time exempt with anticipated 40-hours/week, plus \$334/month healthcare stipend.

Directly supported by: Board of Directors

Location: 200 Montgomery Dr. Suites C & F, Santa Rosa, CA, other venues in Sonoma County, and some remote work. This role requires some in-person work.

Please note: Positive Images takes caution to prevent the spread of Covid-19 and other airborne illnesses, and to protect immunocompromised people within our community. Staff and guests of our center are required to wear masks indoors in shared spaces and are expected to stay home when sick and after exposure.

You might be right for this role if you...

- Love to build systems to scale an organization in size
- Are comfortable following a roadmap, but also great at creating a roadmap yourself; part of the role requires fulfilling existing contracts while other facets of the job will require you to develop new systems for the organization
- Work well with a small, engaged, collaborative team with an active volunteer core
- Love cultivating community and creating space for people to feel seen and affirmed
- Value organizational systems and excel at streamlining processes
- Value the breadth of voices within our LGBTQIA+ community and understand how to ensure they are represented within an organization
- Are passionate about social justice and bring this lens into your nonprofit work

Overview

Positive Images (PI) is an LGBTQIA+ Community Center serving Sonoma County since 1990. We are a mental health-focused organization anchored by weekly peer support groups for LGBTQIA+ youth and adults. Positive Images provides LGBTQIA+ community and cultural responsiveness trainings and presentations to schools, businesses, community-based organizations and government agencies. Our drop-in center offers a cozy environment where community members and their loved ones can find resources & referrals, a free closet, library, meeting space, wifi and a computer, snacks and phone chargers. PI fiscally sponsors North Bay LGBTQI Families and TRANSLIFE Community Conference and partners with many other intersectional community-based organizations.

It is an exhilarating time to join Positive Images, as we are in our biggest growth spurt ever in our 33-year history. The Executive Director will be at the helm of this growth, ensuring that we continue to meet our community's needs, and that we do so in an equity-driven manner that centers the voices and experiences of individuals at the margins. The ED will lead the organization and its staff, overseeing administration, programs management, strategic planning and fund development. This role reports to and collaborates with the Board of Directors.

The Role

Typical activities and projects include, but are not limited to the following:

Strategy & Planning

- Collaborate with the Board to ensure the organization has a long-range strategic plan that advances the achievement of our mission
- Guide the vision for continued success and ensure that the vision is understood by and in alignment with staff and Board
- Explore, evaluate, and recommend activities/policies that promote the organization's goals
- Stay current with trends in funding and issues impacting LGBTQIA+ advocacy to be knowledgeable about external factors that may affect the agency's financial or programmatic performance

Fund Development

- Strengthen the fundraising infrastructure, including the database, donation policies and procedures, and financial reconciliation
- Develop 5-year fund development plan
- Fund seeking, with emphasis on growing general reserve to sustain recent growth

Leadership & Staff Management

- Review & guide role realignments for current staff toward efficiency and individual strengths
- Lead process of hiring and onboarding new staff positions, support internal succession planning
- Provide supervision, training, and direction to staff; ensure compliance with laws and regulations
- Collaborate with staff by asking and listening to their input
- Give constructive, positive feedback and hold staff accountable to defined objectives
- Maintain a deep understanding of staff roles and be ready to pitch in to provide support
- Seek and provide appropriate opportunities for professional development and growth within staff roles
- Maintain a positive working environment that motivates and encourages staff to participate fully in the mission of the organization

Infrastructural Support

- Review current operational policies and develop operations manual
- Coordinate with HR consultant to onboard new employees & keep employee up to date in this regard
- Works with managers to develop, grow, and modify programs and services to meet the changing needs of our clients and the community
- Ensuring grant/contract funded programs are compliant with all terms and conditions

Board Relations & Communications

- Collaborate with Board to ensure mutual understanding of defined objectives
- Partner with Board for activation, accountability and follow-up
- Partner with the Board to identify, prioritize, recruit, and train new board members
- Work with Board Chair to develop monthly board meeting agendas, participate in meetings
- Work with committee & task force chairs to develop meeting agendas, participate in meetings
- Present timely and accurate information to the Board about the status of agreed-upon objectives, finances, staffing, volunteers, and other relevant issues

Community & Media Relations

- Publicize relevant activities and programs
- Develop and maintain a visible presence with partners and donors in the community
- Develop and maintain collaborative relationships with community and government agencies
- Participate in and lead community-based organizing efforts to further organizational mission (ie,

joining and/or organizing coalitions and task forces within the county/state that support LGBTQIA+ community and issues)

- Create, support, and maintain positive, non-competitive, and collaborative relationships with other LGBTQIA+ organizations and community-based organizations with intersecting missions

Qualifications

- Deep understanding of and lived experience within the LGBTQIA+ community
- Substantial leadership experience
- Community-building mindset
- Ability to work and connect with multiracial, multicultural, multigender, and intergenerational communities in a variety of locations
- Self-motivated to independently initiate and complete projects
- Strong communication skills and skill in leading collaborative environments
- Driver's license and/or reliable transportation
- Requires flexibility in working evening and some weekend hours

Preferred Qualifications

- Bilingual in Spanish and English
- Knowledge of Sonoma County resources, especially for LGBTQIA+ individuals
- Experience working with nonprofit board of directors
- Ability to perspective-shift and ability to account for nuance in different settings
- Familiarity with some or all of the various avenues through which we pursue fulfillment of our mission (ie, mental health, healing justice, substance use prevention, etc.)

We recognize that applicants may not have all of the qualifications and encourage applications regardless. Applications are strongly encouraged from people of color, immigrants, young people, queer, transgender, and nonbinary people, people living with HIV/AIDS, people with disabilities, bi/multilingual and bi/multicultural people.

How to Apply

Submit a resume and cover letter to our Hiring Committee by emailing regina@posimages.org with the subject: "Positive Images Executive Director."

Equal Opportunity Employer

Positive Images is an equal opportunity employer and provides services and employment without regard to race, ethnicity, color, gender, gender identity or expression, age, physical abilities, religion, national origin, marital status, sexual orientation, ancestry, genetic characteristics, political beliefs or activity, status as a veteran, or any other characteristic protected by federal state and local laws.