

### EXECUTIVE DIRECTOR

Fulltime / Remote position open to candidates in the U.S.

(Priority given to candidates who live in Atlanta, Miami, San Francisco, Boston, New York City, Los Angeles, Chicago, or Washington D.C.)

### ORGANIZATION OVERVIEW

For over 25 years, COLAGE has empowered and supported people with LGBTQ parents with a focus on youth outreach and our one-of-a kind regional programs. A national organization, our mission is to empower the next generation of changemakers by uniting people with LGBTQ parents to become empowered and just leaders in their communities.

Each year COLAGE impacts the lives of hundreds of youth and families. An integral part of the LGBTQ equality movement, we operate with concentrated focus in four areas:

- Integrating youth voices and leadership in all of our programs
- Reaching our constituents through direct programming
- Providing access through online resources and support
- Representing the voices of our community in our partnerships and advocacy

**The call for the work of the COLAGE is more critical now than ever.** Moving forward, COLAGE seeks to dramatically expand our capacity to empower more young people, expand our communities, and raise its national profile. With a newly adopted strategic plan, we have remarkable opportunities to accelerate our work as follows:

- Invest in strategic and infrastructure planning for long-term sustainability, including acquiring 3-5 year funding partners to support this investment
- Build towards serving additional constituents through regional hubs
- Develop a leadership pipeline model to support the next generation of change makers
- Expanding our commitment to racial justice and equity across the board - leadership, programs, and increasing our focus on multiracial families

### JOB SUMMARY

COLAGE is seeking a visionary, inspiring, and passionate change leader. Together, with a strong, committed, and determined Board of Directors, we envision a leader who can execute on an ambitious strategic plan to move our work to the next level. With over 25 years of experience on the ground, COLAGE desires a leader who is acutely aware of the changing shape of the LGBTQ equality movement and understands how the fight for LGBTQ families is just beginning. Our mission to represent the over 6 million people with LGBTQ parents is relevant and critical. We are interested in a leader who can build and steward an excellent national leadership team to dramatically expand our impact over the next five years and become a leading authority for and with the people and communities we serve. >>

## The Executive Director:

- Is an emerging or established movement leader who partners with the Board to craft the vision and strategic direction for the organization. The E.D. must have the ability to develop and implement clear, innovative and action-oriented strategies that will enable the organization to meet the needs of our LGBTQ families across the country.
- Plays the lead role in developing financial support for the organization. The E.D. is actively involved in identifying major donors, corporations, or foundations willing to support our work in addition to stewarding strong, ongoing relationships with existing supporters.
- Oversees the effective and efficient management of the organization and ensures its fiscal viability and growth. Prepares COLAGE for the future by ensuring long term financial planning. The E.D. explores long-term investment strategies in collaboration with the Board.
- Hires, retains, and leads a staff with the focus of fostering a diverse and collaborative environment. Instills a culture of teamwork, ensuring our national remote team can work cohesively.
- Works to build strong relationships with the other leaders in the LGBTQ community, forging strategic partnerships when appropriate, to effect change and advance COLAGE's work.
- Remains strongly committed to diversity, inclusion, and equity - ensuring that these values are consistently in alignment in all of our work.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### The successful candidate:

- Has demonstrated passion for LGBTQ equality, racial justice, youth empowerment, and COLAGE's mission; ability to quickly learn issues associated with the unique needs of youth with one or more LGBTQ parents.
- Is a proven leader with effective leadership experience and has the demonstrated ability to act as an agent who drives change. Experience leading an organization through a period of growth and transition is highly desirable. Has the ability to enact, implement, and operationalize a recently adopted strategic plan. Has strong management and business acumen, including staff development, resource allocation, and fiscal management.
- Has a reputation as a leader who values his/her/their staff, and is committed to their ongoing development and success. Possesses the ability to build a strong leadership team, has an inclusive and empowering management style. This person is a great team-builder who understands how to lead a team that is national and operates remotely.
- Has extensive fundraising experience, and can work to develop, implement, and manage a comprehensive national development strategy. Has the prowess to own a major donor portfolio and can engage in the cultivation and stewardship of five and six figure gifts.
- Has worked effectively with a Board of Directors and has a demonstrated understanding of board governance, process, and decision making

## DESIRED QUALIFICATIONS/SKILLS

- Minimum of 6 - 9 years of progressive leadership and management experience.
- Outstanding planning and management skills with experience in organizing systems and people, including an ability to handle conflict in a non-combative way.
- Compassionate, personable, and brings a sense of humor and degree of levity to the work.
- Excellent interpersonal communication (written and oral) with high emotional intelligence.
- Proven experience as an active, “boots on the ground” fundraiser, traveling cross-country and working closely with National Director of Development to working with major donors via face-to-face solicitations, managing a portfolio, closing gifts, and tracking moves management.
- Ability to build a strong national remote staff team, understanding the need to build structure and support in order to effectively management individuals across cities and time zones.
- Experience with event management, including ability to host and engage at donor cultivation events and making asks in front of supporters.
- Proficient in Microsoft Office and donor database software (experience with Salesforce a must).
- Tech skills include experiencing managing basic web edits, databases, media, Google Apps.

## OTHER JOB REQUIREMENTS

- Flexibility and ability to travel regularly (40%) - on average, 3-6 travel days monthly (may vary).
- Flexibility and ability to be present for all major programs, including Family Week.
- Able to work some nights and weekends, specifically during programming + travel.
- Remote office set up, reliable Internet access, quiet and private professional workspace to be able to communicate with board, staff, donors, and other stakeholders by phone and video frequently; space for file storage.
- Live in close proximity to a major international airport with preference given to candidates living in the following metropolitan areas: Atlanta, Miami, San Francisco, Boston, New York City, Los Angeles, Chicago, and Washington D.C.

## SUPERVISION

The Executive Director reports to and is supervised by the COLAGE Board of Directors.

## WORK CULTURE

The position requires the ability to travel around the country for donor visits, fundraising gatherings, and programs. Our team works remotely and is in close communication with each other via email, chat, and video. Important to this role is the understanding that due to our remote work and national programming, we spend much of our time working independently with intermittent intensive travel and direct programs where we are in shared close proximity. Being self-motivated and independently striving to meet goals while effectively communicating with the team remotely is essential. The skills and motivation to pick up the phone daily to connect with prospects, donors, training and managing program staff, and connecting with a national board will be essential to your success in this role. We are a multiracial leadership group with the intention of expanding roles on our staff, board, and volunteer leadership to rising POC leaders through our commitment to serving POC youth and multiracial families. A commitment to racial justice, youth empowerment, and strong cultural competency skills will support our existing and expanding team and work culture.

## COMPENSATION

The full-time position will offer a salary between \$80,000 - \$95,000, commensurate on experience. COLAGE takes pride in offering a flexible work environment, 24 days of paid time off a year, a compelling mission, and dedicated colleagues.

## HOW TO APPLY

Please submit a cover letter, resume, and writing sample (3-5 pages) in one PDF via email to [edsearch@colage.org](mailto:edsearch@colage.org). Please use the subject line "Executive Director Search." No phone calls please. People of color, those who have one or more LGBTQ parent(s), or those who identify as LGBTQI, are strongly encouraged to apply. Our preferred start date is February 1, 2017, but is flexible for the right candidate.

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*COLAGE is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. COLAGE strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, sexual orientation, height and weight, disability, gender identity or expression, marital status, partnership status, genetic predisposition or carrier status, military status, and any other characteristic protected by law.*