



Sandhills PRIDE Executive Director Job Description | June 2021

Reporting to the board of directors, the executive director will have overall strategic and operational responsibility for Sandhills PRIDE's programs, growth, and execution of its mission. The executive director will be a strong and collaborative leader with a track record in fundraising, financial management, programming, and operations. The executive director will be the face of the organization, responsible for providing strategic direction, implementing a high-quality vision, and ensuring the long-term sustainability of Sandhills PRIDE. The executive director will have the following responsibilities:

Fundraising (40%)

- Develops and carries out the annual fundraising plan in close collaboration with the board's development committee.
- Assumes accountability for securing the financial resources needed to support the organization's mission through an annual campaign, special events, sponsorships, personal solicitations, and grants.
- Prepares timely and appropriate acknowledgments of all donations.
- Prepares regular fundraising reports for the board to help ensure the organization meets its annual development goals.

Communications (10%)

- Responsible for all aspects of marketing and communications through the website, Facebook, Instagram, Twitter, and emails.

Programming (25%)

- Works actively to build and strengthen the organization's programs.
- Creates the systems needed to ensure all programs are impactful and cost-effective.

Administration (25%)

- Meets regularly with the board's executive committee to discuss progress and calibrate time management.
- Works in partnership with the board's finance committee to prepare an annual budget.
- Helps the treasurer/finance chair prepare regular budget reports for the board to help ensure the organization functions within its financial guidelines and limitations.
- Makes sure the organization submits its annual reports to the North Carolina Charitable Solicitation Licensing Section and maintains a strong presence on GuideStar.
- Works actively to recruit and ensure that all volunteers feel appreciated.

Desired Skills and Experience

- The executive director will be thoroughly committed to Sandhills PRIDE's mission. All candidates should have demonstrated experience in fundraising, program management, and administration.
- A manager with the ability to lead and motivate with passion, integrity, and a positive attitude; someone who can achieve the vision of the organization.
- A collaborator and consensus builder with good judgment, excellent listening skills, the ability to reconcile divergent points of view, resolve conflicts, and develop and maintain, on all fronts, a sense of team spirit and common purpose.
- Action-oriented, entrepreneurial, adaptable; someone who is mission-driven and self-directed.
- Must have strong written and verbal communication skills.
- Prior experience as an executive director or in a similar leadership role is strongly preferred, with the ability to point to specific examples of having developed and operationalized strategies that have taken an organization to its next stage of growth.
- Past success working with a board of directors, with the ability to cultivate board member relationships.
- At least 2-3 years of experience as a professional fundraiser, with the demonstrated ability to secure financial support from a variety of sources.
- A strong commitment to quality programs and data-driven program evaluation.
- Meaningful marketing and communications experience, with the ability to engage a wide range of stakeholders and cultures.
- A minimum of a bachelor's degree in an appropriate field is required.
- Understanding of LGBT issues along with the ability to be a strong advocate on behalf of the LGBT community in the Sandhills region.