



November 11, 2017

Department: Executive Leadership

Status: Exempt, 1.0 FTE

Benefits: Medical and dental insurance, annual paid vacation, holidays and sick leave.

Starting annual compensation: \$58,000-\$65,000

Reports to: Q Center Board of Directors

About Q Center

Established in 2003 as an independent 501c3 nonprofit organization, Q Center works for a better world by providing safe and affirming spaces of support, celebration, and opportunity for LGBTQ2SIA+ people of all ages, races, genders, and abilities.

In 2016, Q Center saw a 33 percent increase in visits—in total more than 20,000—from LGBTQ2SIA+ community members who were seeking a safe and affirming space to be their authentic selves and organize their communities around resources, connection, and solidarity.

In order to overcome historical trauma and systems of oppression, we believe that LGBTQ2SIA+ individuals must be loved and accepted as we are, encouraged and challenged to grow, and supported in developing our personal and professional skills and leadership. Q Center's multigenerational programs and services include LGBTQ2SIA+ advocacy, health and wellness services, peer support, community events, partnership opportunities, and more.

Because so many LGBTQ2SIA+ community members are marginalized based on factors like age, race, gender, disability, and economic status, we intentionally:

- Offer identity-based and culturally-specific events and spaces as well as events and spaces that are open to all LGBTQ2SIA+ people and our allies.
- Collaborate and share resources with nonprofits and other institutions serving the health, social, and political needs of our communities.
- Support and uplift the leadership of individuals and groups from historically or frequently marginalized communities, especially within the LGBTQ2SIA+ spectrum.

Our vision is to be a convener, community hub, and facilitator of an LGBTQ2SIA+ -and-affirming community support network for Oregon and Southwest Washington. Through this network, we will be better able to support and advocate for the interests of our communities.

We also believe that true sustainability—in terms of available funding, community support, and organizational capacity—requires changing the way that nonprofits work. We strive to create a culture of trust, mutual accountability, and collaborative abundance internally and with other nonprofits, locally and throughout the region.

Application and Cover Letter

To apply for this salaried position, please review the essential responsibilities and listed below and submit a current resume and cover letter expressing your interest and qualifications. In your letter, please include answers to the following questions:

- 1) How do you define equity and further it in your work and community life?
- 2) Of the core duties listed for this position, which are you most adept at performing and why?

Please submit your resume/CV and cover letter to jobs@pdxqcenter.org and include “Executive Director” in the subject line. Applications are due by 5pm on Monday 12/4/17.

Position Summary

In serving as Q Center’s chief advocate, strategist and visionary, our next Executive Director will be a leading figure for and with LGBTQ2SIA+ communities in Portland and Southwest Washington. As the chief executive of the Pacific Northwest’s largest LGBTQ2SIA+ community center, the Executive Director plays a central role in creating a community gathering space where connections thrive and advance the members of our community. Working closely with our experienced and passionate staff, with community and city leaders, sister organizations and other stakeholders, the Executive Director advances Q Center’s mission and values by being responsive to the experience and diverse needs of LGBTQ2SIA+ community members.

This leader will have an exceptional understanding of how Q Center’s programming and services directly serve and affect historically underserved LGBTQ2SIA+ people. This leader will hold a special passion for nurturing the Center in a manner which enables connections to thrive. This leader will work to further cultivate the Center into a space where LGBTQ2SIA+ community members of all ages, racial/ethnic identity, genders, and abilities are supported, empowered, and offered meaningful opportunities for growth, leadership, and social advancement.

Addressing systems of white supremacy and racism and working to reverse Oregon’s history of inequitable resource distribution and access are of utmost importance to Q Center’s mission.

Qualifications

- 3-5 years of nonprofit leadership experience ideal.
- Life experience and first-hand or learned knowledge of systemic oppression and personal commitment to challenging and dismantling systems of oppression are crucial to this position
- Local knowledge, history, and an existing network of relationships relevant to Q Center’s mission, values, and strategic goals recommended.

Professional Experience

1. Fundraising
2. Community relations
3. Nonprofit financial and administrative
4. Management/staff supervision
5. Executive leadership
6. Intersectional LGBTQ2SIA+ activism, community organizing, or movement building

Essential Responsibilities

1. Community Relations

- Serves at all times as lead ambassador for Q Center and a champion for racial, gender, and disability justice for and with LGBTQ2SIA+ communities of all ages. This includes attendance at community events in and out of Q Center and speaking publicly to large and small audiences and groups in a compelling, informed way.
- Maintains and develops a broad spectrum of individual, private, nonprofit, and government relationships at the local and state level. These increase awareness of Q Center and expand our network of partnerships and resources for reach, quality, and volume of program services and funding.
- Oversees the development and implementation of a communications plan that supports fundraising goals by increasing awareness of Q Center programs, events, culture and positions on social justice issues. Communication channels include public speaking, earned media, newsletter, email, website, and social media.

2. Organizational Leadership

- Works collaboratively with staff and board of directors to create a culture that embodies Q Center's intersectional feminist and anti-racist values, advances equity, and is a welcoming and mutually empowering space for LGBTQ2SIA+ community members of all ages, races, genders, sexualities, and abilities.
- Provides the board with accurate, timely program and financial data that supports strong strategic, governance, and policy decisions.
- Works with the board chair and governance committee to recruit and develop an active and committed board of directors whose values, relationships, professional skills, and personal experiences reflect and support Q Center's mission, vision, and values.
- Works collaboratively with the board of directors and staff to develop, implement, evaluate, and maintain Q Center's strategic plan.
- Schedules monthly meetings with the board chair and/or executive committee for the purpose of ongoing supervision and strategic collaboration.

3. Financial and Administrative

- With the board of directors, assumes responsibility for the financial sustainability of the organization.

- Works with the board treasurer and finance committee to develop monthly financial reports and quarterly assessments. Monitors cash flow and financial reporting and revises the budget as needed to match revenue actuals, expenditures, and emerging opportunities.
- Regularly reviews grant compliance and ensures accurate and timely grant reporting.

4. Fundraising and Communications

- Serves as Q Center's lead fundraiser, collaborating with the (incoming) development manager, board of directors, and staff to cultivate relationships with monthly and major donors, business partners, and foundations.
- Oversees and directs the development and implementation of long-term fundraising plans and goals to increase resources and grow the organization. Fundraising streams include earned revenue, monthly giving, events, major donations, foundation grants, and planned giving.
- Supervises the development manager in crafting and implementing an annual work plan for realistic fundraising goals and priorities. Oversees and evaluates results and provides support and feedback as needed.

5. Operations and Programs

- Supervises and manages program and operations staff to ensure staff have clear and sustainable work plans, deliverables, feedback, and opportunities for professional growth.
- Collaborates with staff and board to develop and implement annual and longer term strategic planning, goals, and milestones for Q Center.
- Oversees and directs programs to ensure program development, activities, and resource use align with Q Center's mission and strategic plan.
- Oversees and directs operations to ensure that operations run smoothly, efficiently, and meet the priority needs of our communities.

Additional Duties and Responsibilities

- Prepares and revises the annual board-approved budget and associated revenue plan. Ensures that the budget and revenue plan support Q Center's financial sustainability and planned growth.
- Works with the board treasurer and finance committee to develop monthly financial reports and quarterly assessments. Revises the budget as needed to match revenue actuals, expenditures, and emerging opportunities.
- Works with contracted accountant to oversee and manage weekly cash flow and accounts payable and receivable.
- Works with third-party auditor to ensure the annual 990 and/or routine audit is prepared, submitted, and available on Guidestar and the Q Center website.
- Monitors and ensures compliance with federal, state, and local regulations governing nonprofit operations, including all related contracts, insurance, and forms.

- Manages business contracts and relationships including Q Center’s fiscal sponsorships program, which supports smaller nonprofits seeking or not seeking 501c3 status.
- Works collaboratively with the board of directors and staff to develop, implement, evaluate, and maintain Q Center’s strategic plan.
- Primary media contact for Q Center, prepared and able to speak in a ready and informed way to issues impacting LGBTQ2SIA+ communities locally, statewide, and nationally.
- Initiates and participates in local, regional, and statewide community advisory boards, committees, and coalitions representing Q Center’s programs, social and political values, and the experience and needs of our communities.
- Ensures that staff’s annual deliverables and work plans are developed and implemented to meet the goals set forth in the strategic plan.
- Attends monthly board meetings and reports on the needs, plans, and major accomplishments of the organization.

Q Center is an equal opportunity employer: Women, people of color, transgender and nonbinary people, people with disabilities/alter-abilities, youth and seniors are encouraged to apply. Intersectional LGBTQ2SIA+ activism, community organizing, or movement building experience strongly preferred.

Community Feedback

We are in the process of collecting feedback from Q Center communities about what qualities are most important in the next Executive Director of Q Center. Below is some of the feedback we have already received. **Please see the link at the end of this section to offer your feedback via our Community Survey.**

- Our community asks that Q Center’s next Executive Director be
 - “Approachable, self-driven, passionate, self-motivated, possess exceptional community building skills as well as excellent listening skills, be adept at defusing conflict, and be well organized.”
- Our community also requests that Q Center’s next Executive Director should:
 - Possess a strong, fundamental understanding of equity and diversity as it pertains to Portland and Oregon; be able to demonstrate struggles and successes in this area.
 - Possess knowledge about immigration and how it affects community; be able to demonstrate knowledge of this issue and where this issue lies in professional and/or personal priorities.
 - Demonstrate exceptional dedication to outreach, particularly to QTPOC, and all trans and gender nonbinary community members.
 - Demonstrate clarity of expression of Q Center mission and values when reaching out to marginalized communities, including refugees, immigrants, and people with Disabilities/Alter-abilities.

- Demonstrate commitment to ensuring that materials, events, presentations, and discussion groups at Q Center incorporate translations into languages other than English such as Spanish and ASL.
- Demonstrate a strong grasp of an intersectional lens and approach; possess a strong foundation of personal and/or professional knowledge or experience in how communities are impacted by the need to navigate multidimensional identities.
- Show knowledge of trauma-informed delivery and practice.

Help us find Q Center's next Executive Director! Please share this job announcement widely and participate in the Community Survey: <https://tinyurl.com/yagmnmoz>.