



Founded in 2000, FIERCE is a membership-based organization building the leadership and power of lesbian, gay, bisexual, transgender, and queer (LGBTQ) youth of color in New York City. We develop politically conscious leaders who are invested in improving ourselves and our communities through youth-led campaigns, leadership development programs, and cultural expression through arts and media. FIERCE is dedicated to cultivating the next generation of social justice movement leaders who are dedicated to ending all forms of oppression.

### **We are seeking applicants for an Executive Director**

**Deadline** – Applications will be accepted until the position is filled. Initial review will begin Feb 18th.

The ideal candidate for Executive Director is an experienced campaign organizer deeply committed to youth-leadership; movement-building; positive organizational culture cultivation and team-building; and racial, economic, and gender justice values. The candidate will also be a humble, facilitative manager with experience in leading, overseeing, and training others in effective organizational development processes, and diverse fundraising strategies.

### **Essential Duties and Responsibilities**

#### **Organizational and Board Development:**

- Facilitate Board, Staff, and Members in overall vision, planning (strategic & annual), and evaluation of the organization.
- Ensure ongoing programs remains consistent with the organization's mission, values, and overall strategic vision.
- Maintain an organizational culture that attracts, keeps, and motivates leadership among members, staff, and Board.
- Provide support to the membership including trainings, participating in Membership Meetings, and maintaining formal and informal accessibility to membership.
- Serve as Board liaison. Manage communications with the Board, provide direction and focus to engage the resources and energy of the Board and assist the Board in cultivating new leadership.

#### **Operational Management and Staff Development:**

- Oversee aspects of day-to-day operations, including oversight of organizational policies, administration, and human resources in conjunction with the Associate Director.
- Work with Associate Director to oversee financial management, funds-allocation, and compliance.
- Hire, supervise, and support key staff and consultants.
- Ensure implementation of personnel policies and staff evaluations.
- Facilitate the leadership and support of the staff team through political, practical, and personal development opportunities.

#### **Fundraising:**

- Ensure the raising of funds to meet the annual budget in conjunction with the Development Coordinator, Board, staff, and members.

- Lead foundation fundraising efforts through developing relationships with relevant foundation contacts, participating in events and opportunities that raise FIERCE's profile in various funding circles, prospecting and cultivating new funding sources.
- Supervise Development Coordinator and provide direct support to their grant writing and reporting duties. Work with the Development Coordinator to develop a diversified fundraising plan and strategies that include grassroots fundraising, earned income, in-kind donations, and major donor cultivation.
- Support annual youth-led fundraising events and major donor campaigns. Work with members, staff, and Board to cultivate and build relationships with individual donors.

### **Communications | Community Relations | Movement-Building:**

- Oversee the organizational communications strategy in conjunction with Communications Director. Participate in opportunities to promote the organization's profile, goals, and organizing issues through ongoing networking with relevant supporters and constituents.
- Build and maintain organizational relationships with key organizational leaders locally and nationally.
- Participate in local and national strategic alliances and coalitions.

### **Campaign & Program Support:**

- Supervise Lead Organizer and provide substantive support to FIERCE's organizing campaigns and develop staff and member leadership around campaign strategy development and implementation.
- Provide support for the organization's leadership development, base-building, media, wellness, and national programs. Oversee annual program planning and provide ongoing support to program staff.

### **Qualifications**

- Commitment to FIERCE's mission, vision, & values as well as a commitment to racial, economic, and gender justice values and self-awareness practices.
- Familiarity and direct experience with FIERCE's constituency of LGBTQ youth of color.
- Ideally 3-5 years of community and/or youth organizing experience and experience developing and implementing campaign strategy.
- At least 1 year experience with staff and/or team supervision, development and management.
- Intermediate to advanced grasp of development strategies such as grant writing, individual donor fundraising, and building relationships with foundation funders.
- Excellent written and verbal communication skills
- Demonstrated ability to analyze issues and think strategically.
- Demonstrated ability to synthesize and internalize information quickly, and communicate it to others.
- Demonstrated ability to organize and prioritize work and manage multiple tasks in both an independent and collaborative team setting
- A positive attitude and strong people & relationship-building skills

### **Desired but not required**

- 1-3 years experience with financial management for non-profits.
- Experience in local and national progressive, multi-issue coalition building involving diverse communities
- Experience managing multiple stakeholders in organizations that emphasizes member leadership.

This position is a full-time salaried position with excellent medical, dental, and optical benefits and paid vacation. Salary is dependent on experience. The general work schedule is 12 – 8pm, however, the schedule varies depending on the activities of the organization. The position requires travel periodically as well as working some weekends. The Executive Director reports to the Board of Directors.

## How to apply

Please forward a cover letter addressing the questions below, your resume, one writing sample, salary history, and contact information for three references preferably by email to: [EDHC@fiercenyc.org](mailto:EDHC@fiercenyc.org) In the subject line please write: "2011 Executive Director Hiring Committee".

In the cover letter, please answer the following questions:

- 1) Why are you a good match for FIERCE, a membership-based organization building the leadership and power of lesbian, gay, bisexual, transgender, and queer (LGBTQ) youth of color in New York City?
- 2) Why do you think organizing is an important strategy for LGBTQ youth of color?

Or send via mail to:

**FIERCE | Attn: 2011 Executive Director Hiring Committee**  
**147 West 24th Street 6th floor**  
**New York, NY 10011**

Applications will be accepted until the position is filled. Initial review will begin Feb 18<sup>th</sup>, 2011.

FIERCE is an equal opportunity employer. People of color, women, transgender people, people with disabilities, and young people are strongly encouraged to apply.

No phone calls please. We will only contact applicants we intend to interview.