



Executive Director—Job Description

Reports to: Board of Directors

The Western Montana LGBTQ+ Community Center (The Center) is an open, affirming environment for peoples of all sexual orientation and gender identity expressions. We empower our community through education, advocacy, and collaborative networking. We strive to be Western Montana's voice for the LGBTQ+ community and allies. Furthermore, we envision a place where LGBTQ+ peoples are engaged proudly and safely in themselves and their community.

The Center seeks an Executive Director, who is responsible for the overall administration, management, and execution of strategy, including programming, managing partnerships, fundraising, and business operations.

The Role of the Executive Director

Reporting to the Board, the Executive Director (E.D.) has responsibility and is accountable for managing all internal and external facets of The Center. The E.D. will be charged with leading this important community organization during a time of great change and progress. The E.D. is responsible for:

Community and Public Outreach

- Act as ambassador and leader for The Center within the community.
- Promote and represent The Center's mission, programs, and goals.
- Create and develop ongoing relationships with other community organizations, businesses, and media outlets.
- Provide quotes, interviews, public comment, press releases and other necessary public-facing assets as needed.
- Actively seek opportunities for The Center to partner with or contribute to other community organizations aligned with The Center's values.
- Be the face of The Center and an encouraging presence at community events.

Communications

- Provide regular, open communication with community members and stakeholders, constantly promoting The Center's mission.

- Ensure effective communication with the Board of Directors, staff, fiscal sponsees and volunteers.
- Oversee all components of external communications, including social media platforms, email, and website maintenance (Operations Admin currently does website updates).
- Communicate regularly with local media outlets regarding relevant club activities, statements, and events.

Fundraising and Sponsorship

- Oversee fundraising efforts, including sponsorships, donor cultivation, solicitation grants, and special events.
- Develop and implement sponsorship plans for The Center events and activities.
- Oversee the work of the Development Specialist
- Expand local revenue generating and fundraising activities to support and grow existing program operations.

Financial Management

- Oversee and manage the financial health of The Center by maintaining sound financial practices.
- Create an annual budget and monitor financial performance for all Center activities, reporting results monthly to the Board of Directors.
- Ensure compliance with all State and Federal laws, regulations and policies, including maintaining tax-exempt status.
- Oversee and approve all operational financial activity.

Organizational Administration

- Manage and supervise 2 staff, with hope of expanding to 3.
- Hire, in conjunction with the Board of Directors, additional staff as deemed necessary to fully optimize The Center's mission.
- Provide training as necessary and regularly evaluate performance of all staff.
- Oversees, recruitment of volunteers, and ensuring regular and open communication among staff and volunteers.
- Maximize use of volunteers through effective delegation.
- Ensure all staff and volunteers constantly act in accordance with policies and procedures and are aware of and in support of The Center's mission.
- Attend and facilitate all board meetings, providing information and making recommendations to the Board of Directors in the creation of policies, programs, and the strategic direction of The Center.

Compensation

Compensation for this opportunity has been designed to attract a leader of significant accomplishment.

Qualifications

Not sure if you meet all the job qualifications? Let us decide! Research shows that women and members of other under-represented groups tend not to apply to jobs when they think they may not meet every qualification when, in fact, they often do. We are committed to creating a diverse and inclusive working environment and strongly encourage you to apply.

Applying for the Role

Please submit the following items to [hiring@lgbtmontana.org](mailto: hiring@lgbtmontana.org) for consideration:

1. CV

- Ensure there is a preferred contact method listed
- Provide (3) professional references

2. Cover letter

Share why you are interested in the role, and how your skills and qualifications would lend to you being successful in the role.

Application review will begin April 4th, 2025