Position: Executive Director
Reports to: Board of Directors
Location: Remote

About Gender Spectrum
Gender Spectrum is a non-profit founded in 2007. We are a national leader focused on addressing issues related to children, youth and gender diversity, with a mission committed to the health and well-being of gender-diverse children and teens through education and support for families, and training and guidance for educators, medical and mental health providers, and other professionals. Our vision is a world that is affirming and inclusive of children and teens of all genders. To accomplish this, we help families, professionals and organizations increase understandings of gender and consider the implications that evolving views have for each of us.

Gender Spectrum is a national organization. For more information, please visit our website at https://genderspectrum.org/.

Budget and Organizational Structure
Gender Spectrum is led by a five-member Board of Directors to whom the Executive Director reports. The organization also regularly engages stakeholders representing diverse sectors from across the country and has an organizational budget of $1.3 – 1.4 M. Our philanthropic support draws from individuals, foundations, corporations, and government sources, including the following core funders: the State of California, Happy Hippie Foundation, the Tiphane Fund, Brian Hanechak, and Apple. In addition, we generate about 25% of our revenue through training fees and events, such as our annual Professionals’ Symposium and Family Conference.

Executive Director
The Executive Director (ED) reports to the Gender Spectrum Board of Directors and requires an individual who has deep knowledge of gender from personal experience and a good pulse on the various aspects of the trans and gender expansive community, with a specific focus on youth and families. The successful candidate will lead cultural change within the organization, while working in support of its mission and staff who execute strategies aligned with creating gender-inclusive spaces, while helping families, professionals, and organizations to increase understandings of gender.

The ED serves as the organization’s chief executive officer and provides strategic leadership and vision both internally and externally. The ED represents Gender Spectrum before a broad range of audiences, from national leaders to state and regional elected officials, to community-based organizations.
The Gender Spectrum Board of Directors seeks a leader with deep understanding of equity and power and the ways in which the ED manages a team within a social justice-oriented organization. The ED will need to be trusted, strategic, and able to navigate policy issues as environments evolve in the city/county/state and at the federal level.

It will be essential for the ED to develop strong relationships with the Board of Directors and funders and continue to build the organization’s reputation as they maintain and grow revenues to advance the mission of Gender Spectrum and to support its operations.

**Key Areas of Responsibility**
The Executive Director will report to the Board of Directors and will oversee Gender Spectrum’s eight (8) program employees who work across two departments – Professional Development and Family, Community, and Educational Programming – and two (2) administrative employees – Operations Manager, and Development Manager – for a total of 10 FTEs.

Overall core responsibilities include:

**Strategic Leadership and External Communications**
- Work with staff and partner organizations to develop proactive and/or rapid response actions consistent with Gender Spectrum’s mission.
- Implement the organization’s vision, mission, and values, and actively communicate these core principles to stakeholders.
- Offer thoughtful, analytic approaches to address issues affecting Black Indigenous People of Color (BIPOC) youth in the transgender and non-binary communities.
- Convene and engage collaborative partners and position Gender Spectrum as the facilitator for leading edge, innovative discussions on programs and pressing policy issues.
- Engage diverse stakeholders and collaboratively work across siloes to identify emerging issues impacting transgender and non-binary youth, families, and organizations.
- Represent Gender Spectrum to a broad range of national, state, and local leaders and policy-makers.
- Initiate and oversee conceptual development of major projects, such as media strategy, public events, and communications via website and social media.
- Act as the primary organizational spokesperson with policymakers, stakeholders, and the media.
- Cultivate and maintain key relationships and act as an honest broker with peer organizations, policy-makers, opinion leaders, and the media.
Speak at meetings and convenings to heighten the visibility of Gender Spectrum and promote its mission, programs, and activities.

Assure that Gender Spectrum and its mission, programs, and services are consistently presented with a strong positive image to relevant stakeholders.

Assure that Gender Spectrum and its staff present a consistent brand and tone to external audiences.

**Board of Directors**

- Engage the Board of Directors in strategic planning and periodic review of Gender Spectrum’s mission, vision, and values.
- In conjunction with the Board of Directors, develop a strategy for the immediate, short-, and long-term transformation of the organization to be most effective in meeting its mission.
- Communicate effectively with the Board of Directors and provide, in a timely and accurate manner, information necessary to function effectively and to make informed decisions.
- Build effective relationships with each Board of Director to achieve a healthy level of board engagement.
- Report to the Board of Directors monthly on activities to achieve Gender Spectrum’s goals and objectives.
- Lead and collaborate with the Board of Directors on fundraising strategies and activities.
- Recommend annual goals and budget for the Board of Directors to review and approve.
- Participate in and support the Board of Directors in recruiting and onboarding new board members as needed.

**Staff Leadership/Management**

- Leadership of five (5) direct staff reports, diverse in generation, education, ethnicity, class, gender, and ability.
- Provide inspiration, direction, and leadership to the Gender Spectrum staff in defining goals, strategies, and tactics for developing and implementing programs, ensuring the quality and nature of the work is consistent with Gender Spectrum’s mission and standards.
- Review and approve important decisions, sensitive or potentially controversial matters, major reports, and high priority projects.
- Manage and provide strategic direction to Gender Spectrum staff, including delegating work to the organization’s staff during weekly staff meetings and bi-weekly leadership team huddles.
Fundraising

- In partnership with the Board of Directors, provide strategic, visionary leadership to create a development plan to grow annual revenue from $1.3M to $2M in the next 5 years.
- Build relationships to increase individual donor engagement, while working with the Board of Directors to secure funding from individual sources (inclusive of new donors).
- Cultivate new corporate sponsors for organizational events.
- Oversee Gender Spectrum grants and revenues to ensure compliance with funder expectations and grant requirements.
- Steward relationships with existing key donors, corporations, foundations, and governmental sources while working with the Operations Manager to build and improve systems to organize and use all information about past, current, and prospective donors on Salesforce.
- Develop a pipeline of new corporate and foundation prospects, and other institutional donors, including government sources, to support Gender Spectrum programs.

Financial Management / Operations

- Regular management of staff or consultants who provide financial, technical, and other support services to the organization.
- Manage Gender Spectrum resources to consistently achieve financial and programmatic objectives.
- Develop and manage the annual organizational budget.
- Monitor and maintain organizational fiscal health, including tracking monthly expenses and invoices, working closely with an outside accountant to generate quarterly financial reports, and the preparation of annual 990s.
- Ensure that Gender Spectrum is in compliance with all applicable non-profit financial laws and regulations.
- Ensure Gender Spectrum staff have the tools and resources to accomplish organizational goals and activities.

Human Resources

- Foster and promote an inclusive workplace, policies, and programs.
- Direct the recruitment, professional development, and evaluation of all staff.
- Lead annual employee goal-setting and review process, as well as setting salary increases.
- Ensure sound human resource practices are in place, including staff training and the implementation of a formal grievance process and review of complaints.
- Provide leadership to ensure the health and wellness of staff.
- Maintain an organizational culture that attracts, retains, and motivates a diverse staff.
- Ensure the quality of Gender Spectrum programs and services.
Candidate Profile
The ideal candidate will have the following professional and personal qualities, skills, and characteristics:

A Thought Leader
The ED must be a thought leader on intersectional LGBTQ social justice issues and have a deep knowledge of gender from personal experience and a good pulse on the various aspects of the trans and gender expansive community, including youth and families, and BIPOC communities. An inclusive innovator, the ED celebrates the unique traditions, heritages, and experiences of Gender Spectrum’s stakeholders and is committed to creating and sustaining an inclusive culture in which everyone feels empowered to bring their authentic selves to work every day.

A Strategic Communicator
The ideal candidate has successfully used messaging and communication efforts to support a strategic vision and drive measurable results with external stakeholders. A strategic storyteller, they understand how to use communications to craft a narrative that supports the work of an organization through a variety of media channels, such as web/digital-based, donor-specific, and social media. As an ambassador, the ED can clearly communicate Gender Spectrum’s mission and brand, with a consistent tone, to a range of audiences, including donors, government funders, institutional partners, community partners and stakeholders.

Passion for the Mission/Diversity, Equity, and Inclusion
The ideal candidate will demonstrate a passion for Gender Spectrum’s mission and be motivated to make a meaningful difference in the lives of transgender and non-binary youth, including BIPOC transgender and non-binary youth, as well as families, organizations, and communities. Core to Gender Spectrum’s mission is a commitment to diversity, equity, and inclusion. This person must demonstrate a successful record of advancing DEI objectives and influencing others to approach all work with an equity lens.

Collaborative Leadership
The ideal candidate will support Gender Spectrum staff to set a vision and priorities and create a working culture. The ED has experience supporting diverse and empowered teams to meet ambitious goals during times of change. With a learning orientation and a growth mindset, the ED will be highly collaborative, skilled at managing in all directions and will approach others with respect.

Building Relationships and Using Influence
The ED must build and sustain excellent relationships at multiple levels internally and externally and demonstrate emotional intelligence, a high level of cultural fluency, and a deep
respect for BIPOC communities and partners. In addition, the ED must understand how to nurture and leverage external constituencies, including network partners, donors, and advocates. They will be an excellent and persuasive communicator and possess the ability to inspire an atmosphere of collaboration and partnership across and beyond the organization.

CANDIDATE QUALIFICATIONS/EXPERIENCE
Experience: Minimum of 5-7 years of experience working in issues impacting transgender and non-binary youth, families, organizations, and communities. Work experience should reflect a career path that demonstrates increasing contributions toward effective programs, services, and advocacy. Work experience should include a minimum of 3-5 years of executive leadership.

Education: Candidates with a bachelor’s degree with additional experience.

COMPETENCIES/ATTRIBUTES
The successful candidate will have or be:

▪ A track record of significant and successful leadership in a nonprofit organization similar in size to Gender Spectrum.
▪ A thought leader in programs, issues, and policies impacting transgender and non-binary youth, families, and communities, including BIPOC communities.
▪ A deep knowledge of gender from personal experience and a good pulse on the various aspects of the transgender and gender expansive community, including youth and families.
▪ Experience in leading cultural change within an organization, while working in support of its mission and staff who execute strategies aligned with creating an inclusive workplace.
▪ Experience with expanding size and reach of an organization and proven ability to scale programs.
▪ Experience in fundraising required, including cultivating, soliciting, and stewarding donors.
▪ Excellent presentation communication skills.
▪ The ability to work independently, exercising good judgment and discernment.
▪ A strategic thinker, able to see the big picture and understand implications of financial decisions with community needs.
▪ Knowledge of politics, policies, history, legislative process, and familiarity with major stakeholder groups and opinion leaders impacting LGBTQ communities.
▪ Knowledge and policy fluency to serve as an expert resource for media, including TV, radio, podcasts, and social media.
A deep appreciation of the opportunities and challenges presented by Gender Spectrum’s multi-dimensional diversity (geographic, racial and ethnic, economic, urban, rural, etc.).

Well-developed political savvy to work successfully with sources of influence.

Knowledge of regulations, laws, and government funding streams.

Strong leadership and management skills.

A highly skilled relationship-builder with a wide range of constituents.

An understanding of how to build a brand and position Gender Spectrum at the local, state, and federal levels.

Able to establish strong relationships with funders and make a compelling “case statement” for support of Gender Spectrum’s work.

An ability to develop, mentor, empower and maximally use diverse staff and teams.

Flexible and non-dogmatic, curious in enhancing professional leadership.

A strong belief in economic and social justice, and an unwavering commitment to transgender and non-binary youth, including BIPOC youth.

A knowledge of policy-making in relation to community needs.

Experience working with nonprofit transformation and cultural change.

**COMPENSATION**

Gender Spectrum offers a non-profit salary commensurate with experience, a collaborative work environment, and benefits package, including health, dental and vision care for employees and dependents, flexible time off, and disability insurance.

**Gender Spectrum is an equal opportunity employer and encourages the candidacy of diverse professionals.**

**Compensation and Start Date**

This full-time position is currently budgeted at $170,000, and includes a benefits package that includes flexible time off, medical, dental, and vision insurance, disability insurance, and access to a 401(k). The ideal start date is August 2022 but is negotiable.

**Application Process:**

Send cover letter and resume by email to vince@everydayimpactconsulting.com with a subject line phrase: “ED/Gender Spectrum 2022: Your Name.” Please tailor your cover letter to this job posting.