



Position Title: Executive Director

Anticipated Start Date: June 1, 2024 (or earlier if available)

The Rainbow Rose Center (RRC) is seeking our first Executive Director and full time staff member! This exciting opportunity requires a visionary leader committed to our vision, mission, and values to work with the Board of Directors to strategically lead the RRC into its next chapter. This is an outward-facing role with primary responsibility for strategic leadership, working with the Board of Directors, fundraising, community engagement, and staff management/human resources, while also providing high-level oversight of all programs and services and finances, grants, and operations for the organization.

Hours & Schedule:

This is a full-time, salaried position with flexible hours, which includes some evenings and weekends. As a leadership position, at times the Executive Director will need to work more than 40 hours/week. The Executive Director will reside in Central PA for this in-person role. A hybrid schedule with some remote work is possible.

Organization Description:

The Rainbow Rose Center fosters an environment of inclusion, equity, and health where all LGBTQIA+ community members thrive in York County, Pennsylvania. We envision an inclusive community where all York County individuals feel safe and welcome in their everyday lives. Established in 2020, the Rainbow Rose Center serves York County's LGBTQIA+ Community and collaborates with local organizations in the Central PA region in that effort. We have a \$150,000 budget and this position will be the first full time staff member.

Position Summary:

The Executive Director must have experience working with LGBTQIA+ communities and with nonprofits, and have a proven track record in fundraising, fiscal management, and staff supervision. The Executive Director must have a demonstrated commitment to antiracism, intersectionality, and restorative justice; proven collaborative leadership skills working with diverse teams; and excellent verbal and written communication skills and ability to navigate conflict. They must be able to connect well with people and have a growth mindset, be organized and detail-oriented, and adept at prioritizing self-care and exercising healthy boundaries. The Executive Director reports to the Board of Directors.

Responsibilities:

- Strategic Leadership & Planning:
 - Lead the Center's work in alignment with the vision, mission, and values – particularly when confronted with crises or challenging situations.
 - Collaborate with the Board of Directors on the annual Strategic Plan, and ensure implementation of goals and objectives identified in the new Strategic Plan.
- Training:
 - Create and Present customized training sessions on LGBTQIA+ topics to paying clients and organizational sponsors

- Board of Directors:
 - Build effective working relationships with Board members, and work closely with the Board Chair to set priorities and identify decision points for the Board.
- Fundraising & Grants
 - Identify current and future funding needs for the RRC, and develop and implement an annual fundraising plan to meet those needs, in conjunction with the Chair of the Development Committee.
 - Cultivate positive relationships with grant funders, individual donors, corporate sponsors; manage and grow recurring individual donations and annual corporate giving; and manage Capital Campaign donor fulfillment and appreciation.
 - Spearhead the planning and implementation of the annual York County Pride and other smaller events in collaboration with the Chair of the Events Committee and ensure they are profitable.
 - Support the Chair of the Development Committee in grant management & writing
- Community Engagement
 - Represent the RRC publicly by participating in community events, responding to media requests, cultivating positive relationships with community leaders & elected officials, and coordinating the RRC's participation in outside events.
 - Curate the overall messaging for the RRC, including some writing, editing, reviewing, and approval of various communications in collaboration with the Chair of the Marketing Committee and relevant staff.
- Staff Management & Human Resources
 - Facilitate regular staff meetings and provide regular supervision to staff
 - Make hiring, firing, promotion, and demotion decisions in line with the RRC's HR Policies & Procedures and in collaboration with the Personnel Committee.
 - Address performance issues in a trauma-informed and restorative manner, spearhead the annual performance evaluation process
 - Regularly develop and update HR Policies & Procedures in collaboration with the Personnel Committee.
- Program Oversight
 - Collaborate with the Board on all RRC programs and services.
 - Support staff, contractors, and volunteers to effectively manage their programs and to develop and implement effective community engagement strategies.
 - Oversee development of new programs, as needed, in line with the Strategic Plan.
- Finance & Operations
 - Provide high-level oversight of the RRC's finances, grants, and operations.
 - Support the Board Treasurer in financial management and operations; provide final approvals as appropriate.
 - Execute legal documents appropriately on behalf of the RRC.
 - Support the Board Treasurer in preparing the annual budget, and ensure that financial reports are presented to the Board on a regular basis.
- Other duties as assigned.

Required Qualifications:**Values:**

- Demonstrated commitment to the vision, mission, and values of the Rainbow Rose Center, with a strong antiracist and intersectional lens and tangible racial justice work.
- Experience working effectively & respectfully with people of different races, ethnicities, gender identities, gender expressions, sexual orientations, religions, abilities, and ages.
- A deep understanding of and experience practicing a restorative justice, trauma-informed, and survivor-centered approach to decision-making.

Leadership:

- Experience building relationships and partnerships; leading diverse teams and creating inclusive team cultures; and inspiring people to work towards a common goal together.
- Experience in crisis management, with an ability to remain calm during high-stress situations and lead people through crisis situations.

Communication:

- Excellent verbal and written communication skills, including presenting, speaking, writing, and facilitating in both formal and informal settings.
- Experience connecting with and communicating to multiple audiences in formal and informal settings – i.e. donors, elected officials, participants, community members.
- Experience navigating conflict and difficult conversations with empathy and care for all people involved, while staying true to personal and organizational values.

Experience:

- Experience working with LGBTQIA+ communities, with thorough knowledge of and commitment to LGBTQIA+ issues.
- Experience with nonprofits, including an understanding of nonprofit finances, and familiarity with the roles of a nonprofit Board and Executive Director.
- Experience conducting successful fundraising efforts, managing an organizational or program budget, and supervising staff.
- Experience using Google Suite (Gmail, Google Calendar, Google Drive, Google Docs).

Location:

- Residence in Central PA (or willingness to relocate at their own expense).
- Familiarity with and connections to Central PA generally, and York County specifically.

Important Life Skills:

- Genuine, warm personality with an ability to connect with people.
- Organized and detail-oriented approach, with excellent time management and ability to effectively prioritize tasks/projects within a fast-paced and every-changing environment.
- Strengths-based approach and a growth mindset.
- Ability to prioritize self-care, exercise healthy boundaries, and establish and model work/life balance to the best of their ability.

**Preferred Experience:**

- Experience working or volunteering with an LGBTQIA+ community center.
- Experience developing or implementing a Strategic Plan.
- Experience with Human Resources (HR).
- Experience with grant-writing and grant management.
- Experience with collaborative grant endeavors, as the lead agency and/or in partnership with others.
- Experience with event-planning.

Education:

Bachelor's degree is preferred, however the Rainbow Rose Center is committed to honoring the lived experiences of all applicants. The Rainbow Rose Center will consider applicants with all levels of education, and lived experience is valued along with work experience and formal education.

Compensation & Benefits:

This is a full-time, salaried position that is exempt under the Fair Labor Standards Act. An annual salary in the range of \$60,000 - \$70,000 will be provided, based upon the candidate's experience and qualifications. Benefits include health, vision, and dental insurance for the employee paid 80% by the Center; 18 paid holidays plus 19 paid days off annually; a computer, cell phone, and other supplies provided. Professional development is included in the budget and requires Board approval.

Background Checks:

The Rainbow Rose Center understands how Black, Indigenous, and People of Color (BIPOC) communities are disproportionately profiled, policed, and criminalized in the U.S. The Rainbow Rose Center does not exclude all people with criminal records from employment or contracted positions. However, to support everyone's safety the Rainbow Rose Center does require a completed PA State Police Background Check, PA Child Abuse Clearance, National Sex Offender Registry Check, and FBI Criminal Background Check as a condition of employment or contracted work. Records on PA Child Abuse Clearance and National Sex Offender Registry Check will result in immediate candidate disqualification. If a record exists on the PA State Police Background Check and FBI Criminal Background Check, it is evaluated based on safety considerations as a youth-serving organization and on the functions of the specific role. Background checks will be conducted each year of employment.

Workplace Culture:

The Rainbow Rose Center is an equal opportunity employer. We strive to be representative of LGBTQIA+ people at the intersections of multiple identities and lived experiences. LGBTQIA+ people who are Black, Indigenous, and People of Color (BIPOC), women, immigrants, refugees, people with disabilities/disabled people, people living with HIV, people of different income levels, people of different religions, people of different ages, and those who hold other marginalized identities are encouraged to apply. The Rainbow Rose Center seeks to foster a fully inclusive work culture, and expects all employees to further that as part of their commitment to our organizational vision, mission, and values.



Application Instructions & Deadline:

To apply, email a cover letter and resume to apply@rainbowrosecenter.org. Applications will be accepted until the position is filled.