



**TITLE:** Executive Director

**ORGANIZATION:** Rainbow Community Center of Contra Costa County

**LOCATION:** Concord, CA

**REPORTS TO:** Board of Directors

**MISSION:** The Rainbow Community Center of Contra Costa County (RCC) builds community and promotes well-being among Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) people and our allies.

**VISION:** The Rainbow Community Center of Contra Costa County envisions a society that embraces acceptance, safety and equality for all, regardless of sexual orientation or gender identity.

## **ABOUT RAINBOW COMMUNITY CENTER**

Rainbow's mission is to build community and promote wellness among LGBTQ+ people and our allies. We are the sole organization in Contra Costa County devoted to serving the lesbian, gay, bisexual, transgender, queer and questioning (LGBTQ+) community. Our current organizational priorities are to serve the most vulnerable and isolated segments of our community with a focus on reaching youth, seniors, people living with HIV/AIDS and those experiencing mental health challenges as a result of coming out or completing life transitions. We believe that building a stronger sense of community connection promotes both solidarity and health within the entire LGBTQ+ population. By working towards greater acceptance of all LGBTQ+ people we also help to reduce the socioeconomic, physical and mental health disparities that are associated with rejection from family, schools, neighborhoods, and faith communities.

The annual budget is \$2.4 million of which \$850,000 is provided through city and county contracts. In addition, there is a respectable reserve fund. The agency maintains contracts with Contra Costa County Office of HIV/AIDS, Behavioral Health, CDBG (City of Walnut Creek and County), Concord-Pleasant Hill Health District, Office of Alcohol and Other Drugs (AOD) and Zero Tolerance for Violence.

## **ABOUT THE POSITION**

Contra Costa County is a highly diverse, unique area experiencing a large recent migration of people from other counties due to the relative lack of affordability in those areas. Rainbow is expecting that the size of the Contra Costa LGBTQ+ community will rise proportionately. Thus, we anticipate a greater demand for LGBTQ+ services, perhaps new forms of service as the Contra Costa demographic shifts, as well as novel opportunities for funding through both traditional grassroots methods and other avenues. Further, the LGBTQ+ community is facing outside sociopolitical challenges that make Rainbow and other such organizations radically necessary. With a new strategic plan and an updated theory of change, Rainbow is ready to step into these opportunities and face the challenges. Rainbow is looking for a nimble, charismatic, strategic director with a strong development and fundraising background, who will lead the organization into its new era of service delivery, training, and programs.

## **KEY RESPONSIBILITIES**

### **Leadership, Board and Community Relations responsibilities**

- The ED will be the organization's primary liaison with the Board of Directors.
- The ED will lead with a social justice lens and prioritize a culture of inclusiveness, respect, and diversity.
- The ED will play a pivotal role as a key public liaison within the LGBTQ+ community and represent Rainbow to the Contra Costa County community.
- The ED will support Rainbow's Strategic Plan including but not limited to driving the agency toward greater diversified funding, a greater organizational presence, and internal efficiencies.
- The ED will serve as ex-officio member of Board of Directors and of the finance, HR and Resource Development Committees.
- The ED will ensure the Board remains productive and efficient, oversee administrative work related to ongoing Board activities and Board meetings, and develop monthly reports in collaboration with senior staff.
- The ED will meet weekly with Board President to clarify priorities, make key strategic decisions, plan for and follow up from monthly Board meetings.
- The ED will represent Rainbow to the surrounding community with a focus on networking and community building in Contra Costa County.

### **Development & Communications responsibilities**

- The ED will manage both Rainbow's Development & Communications Manager and general development efforts, ensuring the organization remains responsive to existing funders.
- The ED will be an integral part of fundraising for both individual and institutional donors.
- The ED will work to maintain and grow government contracts relating to the mental health and other appropriate programs.
- The ED will supervise the grant proposal process and reports for foundation fundraising.
- The ED will ensure smooth department operations; oversee staff and workflows, including support in database development.
- The ED will ensure clear communication within and outside of the organization balancing honesty, transparency, and confidentiality, especially in matters that directly affect Rainbow's clients, staff, and board members.

### **Organizational Operations: Programs, Administration, Human Resources, Finance responsibilities**

- The ED will oversee all internal operations, ensuring Rainbow continues to run smoothly, programs remain strong, and that staff and volunteers have what they need to accomplish our mission.
- The ED will lead and coach Rainbow's senior management team, including Director of Programs, Director of Training, Director of Clinical Services, Development & Communications Manager, Operations Manager, and Office Manager.
- The ED will oversee daily operations related to budget, facilities, finance, and HR policy.
- The ED will regularly evaluate the organizational structure to ensure efficiency and effectiveness.
- The ED will cultivate a team-based environment; actively engage and energize Rainbow's employees, volunteers, board members, committees, participants, and funders.

## **QUALIFICATIONS**

The ED must have proven leadership, coaching, and relationship management experience. Concrete, demonstrable experience and other qualifications include:

- Minimum 5 years of senior management experience; excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and manage budgets.
- Minimum 3 years of experience in non-profit development and fundraising leadership
- A track record of successful fundraising preferably in either a DOD or ED role and preferably around efforts toward diversifying funding. Government contract management is a plus.
- Enthusiasm for building an LGBTQ+ community around social services and supporting mental health needs.
- Effective experience working in collaboration with highly diverse groups of people, social justice principles, and an understanding of cultural humility.
- Outstanding written and verbal communication skills, a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Ability to communicate effectively across diverse stakeholder groups.
- Commitment to, and preferably experience in data-driven program evaluation.
- Experience working with a Board of Directors and familiar with non-profit rules and regulations.
- Strong computer technology skills, including MS Excel, QuickBooks, Salesforce, G-Suite, Little Green Light, and the capacity to quickly learn and master new systems.

## **COMPENSATION**

A highly competitive compensation and benefits package will be made available to the qualified candidate. This is a full-time position. Rainbow's main office is near Todos Santos Plaza in Concord, a 5 to 10-minute walk from BART.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Rainbow is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, gender identity, national origin, sexual orientation, medical or physical disability, medical condition, marital status, family care status, pregnancy, veteran status or any other basis prohibited by applicable law. This opportunity is provided to all employees based on employment related factors with include, but are not limited to, qualifications and job requirements

## **TO APPLY**

Please send resume, cover letter, and salary requirements to Chris Spanos [chris.spanos@rainbowcc.org](mailto:chris.spanos@rainbowcc.org) no later than Friday, October 11, 2019.

Please let us know what about Rainbow's mission resonates with you, what interests you about the position, and how you might grow the organization over time and diversify funding.