



Position Description
EXECUTIVE DIRECTOR
IDENTITY, INC.

GENERAL DESCRIPTION: The Executive Director is responsible for the overall administration and management of Identity, Inc. The Executive Director ensures the direction, planning, fundraising, and evaluation of program and service delivery consistent with the mission and goals of the organization. Identity is an equal opportunity non-profit organization.

WORK SCHEDULE, LOCATION, HOURS: This position works from Monday through Friday. On occasion, the position may be required to work on the weekends (e.g., in the event of completion of a special project), but advance notice of such will be given. This position is housed at Identity's main office in Anchorage.

STATUS: Full-time; 40+ hours per week; exempt position

SUPERVISOR(S): The Executive Director reports to, and is held accountable by, the Board of Directors. The position directly reports to the Board's Executive Committee and will be annually evaluated by the Board's Co-Chairs.

STAFF: The Executive Director manages the duties and responsibilities of all other staff members hired through Identity, Inc.

DUTIES AND RESPONSIBILITIES

Organizational Management and Administration

- Direct all daily administrative operations of Identity, including community center maintenance, logistics, safety, and technology
- Direct all daily financial operations of the organization, including daily bookkeeping procedures, monthly board financial reports, and governmental and business licensing, permits and reports
- Hire, supervise, guide, and evaluate Identity staff
- Ensure that staff adhere to all Identity policies and procedures as outlined in the Employee Handbook

Event/ Program Development

- Create and manage all programs and services in accordance with Identity's mission
- Coordinate and oversee facilitators of all Identity support groups
- Facilitate effective community partnerships, including grassroots coalitions, community organizations, and state agencies
- Direct LGBT rights policy analysis and strategy

Fund Development

- Assist the Board of Directors and the Board Development Committee in the creation and ongoing evaluation of a fund development plan
- Design and implement an annual giving campaign to acquire, renew, and upgrade individual donors
- Cultivate major donor giving

- Oversee gift reporting and acknowledgement, donor correspondence, donor recognition, and database management
- Assist the Identity Board and the Board Development Committee in the design and implementation of fundraising events
- Oversee gaming permits, revenue activities and reports
- Work with Identity's bookkeeper on reconciling all expenses and revenues

Communications

- Produce monthly mass email communications
- Serve as administrator and editor of all Identity-related social media platforms and groups
- Oversee the creation of educational, marketing, digital and print materials

Training

- Create statewide LGBTQ Cultural Competency training modules, including learning objectives, presentation content, and evaluation methodologies
- Produce and distribute training marketing materials
- Provide a monthly, detailed report for each training conducted

Volunteer Supervision

- Oversee and assist the volunteer coordinator in the recruitment, orientation and retention of volunteers
- Work with the volunteer coordinator to provide annual volunteer training opportunities

EXPERIENCE/ EDUCATION/ SKILLS REQUIRED:

- Experience and/or knowledge of organizational management/ development, public speaking, donor cultivation, grant writing, creation of marketing and development plans, coordination and supervision of volunteers, public relations, and the design and implementation of events.
- Passion and commitment to advancing Alaska's lesbian, gay, bisexual, transgender, queer/questioning (LGBTQ) community
- A minimum of three years' experience in organizational management and administration
- Demonstrated ability in program development, implementation and oversight
- Experience as a trainer, preferably experience conducting LGBTQ cultural competency training
- Excellent communication skills, both oral and written, including experience interacting with government officials and the media
- Working knowledge of QuickBooks

SALARY:

DOE

This Executive Director job description does not list all of the job duties. Occasionally the Board of Directors may assign other reasonable duties. Review of the Executive Director's performance is based on the duties listed in this Job Description. Identity reserves the right to revise this job description at any time.

Identity, Inc. is an equal opportunity/affirmative action employer and encourages applications from all qualified individuals including women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.

APPLY TODAY:

Please send your resume and cover letter to identityemployment@gmail.com

