



GUILFORD GREEN
F O U N D A T I O N
& L G B T Q C E N T E R

Organization: [Guilford Green Foundation & LGBTQ Center](#)

Location: On-Site, 121 N. Greene St, Greensboro, NC 27401

Position for Hire: Executive Director

Start Date: February 1, 2025

Guilford Green Foundation Mission

Guilford Green Foundation & LGBTQ Center (GGF) advances equality and inclusion through philanthropy, programming, and advocacy that uplifts the LGBTQ community.

Organizational Overview

Founded in 1998, Guilford Green Foundation (GGF) became the first LGBTQ foundation in the southeast. For over 25 years, GGF worked to support critical organizations, innovative projects, and emerging community needs in the North Carolina Piedmont Triad. In 2018, GGF expanded its mission and opened Greensboro's first LGBTQ Center. GGF has invested over one million dollars in the local LGBTQ community, raised one million dollars for our endowment to sustain our work in perpetuity, and united tens of thousands of people while creating a vibrant community for LGBTQ people and allies.

Job Description

The Executive Director (ED) oversees all operations of the GGF Center and staff. The daily scope of the job includes directing programming, communications, marketing, fund development, and financial management.

GGF seeks an ED with a collaborative mindset, ability to connect with people and capable of creating community through an inclusive and equity-centered lens. This person will serve as the brand ambassador and champion of GGF in the community, across all stakeholders, including donors, volunteers, business leaders, community members, nonprofit leaders, government, education partners, and the populations served. The ED liaises with national, state, regional and local organizations, and coordinates the contributions of diverse groups of trustees, donors, staff, volunteers, and community groups.

Position Responsibilities

Key Accountabilities

- Promoting Advocacy and Education by being a highly visible thought leader and convener for LGBTQ community
- Fund Development through creation of new opportunities to grow the organization fiscally
- Building community by maintaining GGF as hub to uplift LGBTQ people
- Building capacity in the LGBTQ sector by partnering with and investing in programs and organizations that serve the LGBTQ community
- Maintaining organizational excellence

Governance & Leadership Management

- Provides leadership in developing and implementing strategies that help GGF achieve its vision and mission
- Collaborates with the Board of Directors in developing and implementing the strategic plan and organizational goals
- Provides complete, effective and timely information to the Board of Directors to help its members make informed decisions
- Functions within regulations set by the GGF bylaws and respects the roles of Board officers, committee chairs, and the Board as a whole
- Works collaboratively with the Board of Directors to address ongoing needs of the organization
- Manages all human resources functions, including the maintenance of personnel policies and procedures, office policies and procedures, new hire reporting, job descriptions, volunteer management, evaluation protocols, and evaluation forms

- Responsible for recruitment, hiring, development, promotion, evaluation and termination of employees and volunteers
- Maintains a transparent, collaborative, and healthy work environment that attracts, retains, and motivates a diverse group of top-quality staff and volunteers.
- Ensures recognition of donors and volunteers
- Provides strategic and tactical leadership, coordination, and administrative oversight to facilities, operations, and environmental health
- Ensures quality day-to-day operations of the physical building, including but not limited to maintenance, repair, and renovation of current facilities

Financial & Organizational Management

- Manages resource development in collaboration with Board of Directors and staff
- Assumes accountability for securing resources needed to support the organization's mission and strategic plan through annual campaigns, events, sponsorships, donor cultivation, and grant writing
- Delegates/Coordinates all GGF events including fundraising, marketing, outreach, and execution of events from start to finish
- Ensures appropriate acknowledgement of donations in a timely fashion
- Assures accurate financial record-keeping and adequate controls and accounting of funds, including developing and maintaining sound financial practices
- Ensures compliance with local, state, and federal regulations, such as timely filing of tax returns and charity registration deadlines
- Works with Board and staff to prepare a budget and ensure the organization functions within its financial guidelines and limitations
- Engages in regular communication with the Finance Director to ensure that funds are dispersed according to contract and grant requirements and donor designations

Community Connections

- Oversees staff and volunteers in the daily operations of the Community Center
- Represents GGF at civic, business, and community functions
- Provides community leadership in LGBTQ advocacy and public policy

- Connects to key local and regional government and community organizations
- Creates, maintains, and nurtures relationships with GGF's supporters and community, as well as relevant private and public sector networks across the Piedmont Triad region
- Is a leader in the LGBTQ community in the Piedmont Triad region. The ED must live in the Triad region or be willing to relocate.

Candidate Experience & Attributes

- Minimum 3-4 years experience of increasing senior organizational leadership experience in a non-profit
- A strong financial understanding and management or oversight of a comparably sized budget and staff
- Relationship developer and sustainer – one who is able to quickly build rapport and trust, and maximizes relationships to continue and grow the leadership and influence for which the organization is known
- A team-building, collaborative, empowering leadership style with a track record of building and maintaining strong working relationships with internal (staff and Board) and external stakeholders, donors, and community leaders
- Exceptional interpersonal and communication skills and a proven successful record of building and maintaining strong working relationships with internal (staff and board) and external stakeholders
- Demonstrated experience in generating contributed revenue – including individual, foundation, and corporate giving, as well as special events.
- Creative and innovative mindset with problem solving skills
- Comprehensive knowledge of regulatory requirements for maintenance of all applicable licenses for accreditation, grant requirements, and other certifications as appropriate
- An understanding of image building, marketing, and external relations
- Exceptional written and oral communication skills
- A highly professional individual who is approachable and embodies warmth, humility, and sincerity; this candidate should demonstrate a calm and assured demeanor, particularly in challenging situations

Salary/Benefits

GGF is committed to attracting visionary leaders for this position through a compensation package that includes a salary in the range of \$77,000 - \$82,000. Compensation also includes an employee benefits package. GGF is an equal opportunity employer

To Apply: Please send a cover letter and resume in one pdf attachment by November 3, 2024 to ggfedapplications@gmail.com. Applications will be accepted until the position is filled.