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TITLE: EXECUTIVE DIRECTOR

About NEW Pride Agenda

Incorporated in 2019 and with offices in New York City, the NEW Pride Agenda (NPA) is a New York nonprofit (501(c)(3)) organization with a mission focused on expanding and ensuring LGBTQI+ rights via advocacy and civic engagement across New York State. NPA believes that LGBTQI+ rights are human rights and we are committed to furthering dignity, respect, and equity for all in our community. Building upon New York’s rich history of LGBTQI+ leadership and advocacy, and working in partnership with our diverse community and a host of LGBTQI+ and intersecting social justice organizations and movements, NPA strives to empower the LGBTQI+ community by organizing and building upon the community’s unique talents to secure our shared policy goals – from civil rights and racial justice and equity to housing, health care, criminal justice, education, and beyond. NPA’s annual budget is presently under \$1 million and it is governed by a diverse, ten-member (and growing) board of directors from across New York State.

About this Opportunity, including Key Responsibilities

NPA is seeking a gifted leader and manager with the strategic vision, entrepreneurial zeal, energy, and imagination to drive transformative growth for this new LGBTQI+ social justice start-up. By creating and driving an ambitious advocacy and community engagement agenda, together with the board, NPA’s new Executive Director will design the solutions and secure the resources to help secure full equality for New York’s racially, culturally, and economically diverse LGBTQI+ community. Importantly, the ED will focus on the needs of the state’s most vulnerable and at-risk LGBTQI+ residents.

A key part of this new role will be to increase NPA’s public profile and program reach. NPA’s current programs and advocacy include:

- Active budget and policy advocacy with state and local elected and appointed officials aimed at improving the lives of LGBTQI+ New Yorkers;
- The Civic Engagement and Public Education Project, which includes a virtual town hall series of online panel discussions with experts, elected and appointed officials, and community members addressing a host of LGBTQI+ concerns and potential policy solutions; and
- In collaboration with researchers from Columbia University, a survey targeted to LGBTQI+ New Yorkers that will help us to discern their needs and level of civic engagement.

With a committed board of directors fully prepared to mentor and support a new leader and the development of this young nonprofit, NPA seeks a flexible and innovative collaborator to build a mission-driven organization with a talented team of employees, consultants, and volunteers. To accomplish our bold goals, and to ensure the broadest reach and impact of NPA's mission in a rapidly changing world, the new Executive Director will need to significantly increase the base and depth of financial support from a variety of sources.

It is our hope that the new Executive Director will help us create and sustain a nimble, thriving, and resilient organization that thoughtfully works with partners across New York State to build and grow a fierce and powerful grassroots LGBTQI+ advocacy agenda that secures our shared policy goals. The primary responsibilities include, but are not limited to:

Leadership and Program Management

- Inspire, guide, and motivate a team of expert staff, consultants, and volunteers deeply committed to our shared mission and passion for LGBTQI+ rights and the intersection with other social justice movements and causes
- Model and champion a culture grounded in transparency and accountability and which is devoted to the principles and practices that further diversity, equity, and inclusion
- Leverage networks to develop and retain a talented team and a generous board of directors that reflect the diversity of New York's LGBTQI+ community
- Consistently and smartly manage the available resources such that NPA routinely meets, if not exceeds, its strategic goals and objectives

Strategy and Vision

- With the board of directors, staff, consultants, volunteers, and other stakeholders, develop a strategic plan that defines NPA's role and furthers its mission among New York's LGBTQI+ advocacy and policy community
- Together with the board, grow NPA's public profile in and among the LGBTQI+ community and intersecting social justice movements, elected and appointed officials and policy makers, and the philanthropic community, among other potential supporters

Fundraising and Fiscal Stewardship

- Enthusiastically design, lead, and actively engage in NPA's diverse fundraising efforts leveraging every potential opportunity
- In partnership with the board, seek, grow, and maintain relationships with key stakeholders, including individuals, corporate and philanthropic institutions, and government partners, to expand NPA's base of support
- Diversify and increase unrestricted funding sources, notably from individual donors
- Oversee the effective and efficient management of the organization's financial resources ensuring its fiscal stability and long-term sustainability

Communications and Outreach

- With a politically astute, authentic, and progressive voice and style, represent NPA:
 - with elected and appointed officials and policy makers

- in the LGBTQI+ advocacy and social justice activist communities
- in the media, including various forms of social media
- with a broad range of stakeholders and partners, including donors and potential supporters
- Increase NPA’s visibility and provide leadership within New York’s LGBTQI+ advocacy community and with intersecting social justice movements
- Serve as a trusted partner with NPA’s government allies, donors, and supporters, as well as NPA’s LGBTQI+ and other social justice organizers, advocates, and grassroots collaborators

Organizational Development

- With the board’s support, create a sustainable organizational structure that supports the mission and program work while centering the team, including volunteers, and reinforcing an anti-oppression frame
- Design and implement systems to meet the organization’s needs and growth, notably using up-to-date technology and external resources to ensure cost-effectiveness and efficiency
- Develop and implement necessary policies and procedures (financial, human resources, operations, program, etc.) that meet NPA’s needs and reflect its values
- Center mentoring and coaching of the staff, consultants, and volunteers to build and support a strong team, including prioritizing professional development

Career Path Leading to this Position and Professional Requirements

The ideal candidate will be an up and coming leader with a demonstrated record of success over the last decade in leading and managing programs and organizations devoted to social justice and change. This includes a depth of experience in public policy development and advocacy, grassroots organizing and campaigning, and movement building, particularly with and among the LGBTQI+ community in New York State. The new Executive Director will possess a nuanced understanding and knowledge of the issues and challenges facing the whole of the LGBTQI+ community, not least for transgender/gender non-conforming/non-binary (TGNCNB) individuals, people of color, and economically disadvantaged community members. The ideal candidate will also demonstrate a sophisticated understanding of New York’s political environment; a familiarity, if not well-established working relationships, with key elected and appointed officials and policy makers; and a nuanced set of political skills ready to deliver results on NPA’s agenda.

As such, the ideal candidate will possess the following:

- Executive/senior leadership and program experience with a nonprofit advocacy and public policy organization in New York State
- Proven success building strong and effective teams and creating a work culture defined by transparency, accountability, trust, and respect, and one that truly values diversity and inclusion
- Strategic fundraising experience that includes cultivating individual and institutional (foundation and corporate) donor relationships, soliciting major gifts, securing government discretionary grants, and negotiating government contracts
- Prior experience working with a nonprofit board of directors and a demonstrable understanding of board development, governance, and decision-making

- Financial acumen to develop, track, and manage a nonprofit budget that includes restricted government grants or other restricted giving, and the flexibility to plan for and effectively address unanticipated changes in the funding environment, while working in close coordination with the Fund for the City of New York, NPA's fiscal partner
- An understanding of fiscal and donor reporting requirements and the ability to timely create and deliver reports to meet those requirements
- Demonstrated experience leading the creation and implementation of strategic plans
- Fluency in English with exceptional written and oral communications skills, including the ability to effectively convey bold ideas; to engage and persuade individuals and groups; and the demonstrated expertise to use social media to its greatest impact and effect
- Fluency in other languages, particularly Spanish, is desired, but not required
- Enthusiasm for domestic travel, notably to Albany and other major urban centers in New York State
- Authorization to work in the United States

Personal Traits and Characteristics

The new Executive Director will be a fierce and passionate fighter for social justice and LGBTQI+ rights and equity. With an uncompromising commitment to advancing justice (gender, racial, economic, criminal, etc.), NPA's new leader will be rooted in cultural diversity and intersectional politics and comfortable holding and articulating a bold vision for our community. The new Executive Director will be dynamic, flexible, innovative, and ready to adapt, i.e., prepared to do whatever needs to be done to ensure success today. The selected candidate must also be a well-organized manager who demonstrates initiative and the ability to multitask, creatively problem-solve, and work independently, and with a team. The ideal candidate will also possess the emotional intelligence to engage in honest self-reflection and receive constructive feedback, and the humility to share power and make collective decisions.

Education

A Bachelor's degree is required; an advanced degree in a relevant field, such as public policy or administration, is highly desired but not required.

Compensation and Location

This is a professional full-time position exempt from FLSA. Commensurate with the experience and qualifications of the selected candidate, the salary ranges up to \$100,000 per annum together with a competitive benefits package.

The current work site is on Manhattan's West 34th Street in subleased offices of another nonprofit organization. Remote work is permitted and anticipated. The position requires travel beyond the New York City metropolitan area up to approximately 20% of the time, notably to Albany during legislative sessions, and other regions of New York State.

Contact

For individuals wishing to be considered for the Executive Director position, **please submit a substantive cover letter and résumé as attachments via e-mail to:**

Cynthia Dames, Project Manager

cynthia@newprideagenda.org

Please, no phone calls.

Deadline for submission is August 3, 2020 at midnight.

All inquiries will be held in strict confidence. Please note that your education, dates of employment, and other information will be verified prior to an offer.

NPA is an equal opportunity employer. Qualified candidates from diverse backgrounds are strongly encouraged to apply. NPA's policy is to select, place, train, and promote the best qualified individuals based upon relevant factors such as work quality, attitude, and experience so as to provide equal opportunity for all of our employees in compliance with applicable local, state, and federal law, and without regard to non-work related factors such as sexual orientation, gender identity or expression, race, color, religion, national origin, sex, age, marital status, disability, economic status, personal appearance, including height and weight, family responsibility, matriculation, political affiliation, or any other status protected by applicable law. This policy applies to all activities, including but not limited to, recruiting, hiring, training, transfers, promotions, and benefits and governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.