Job Posting

Executive Director
North Shore Alliance of GLBTQ+ Youth, Salem, MA www.nagly.org

To Apply: Send Resume with Cover Letter to edsearch@nagly.org

Annual Salary: $60,000 to $65,000 DOE
This is a full-time, salaried position.
Standard schedule is Monday – Friday. Circumstances may require some evening and weekend work.
Estimated start date: November 30, 2020

The new Executive Director will replace NAGLY’s first paid ED who is retiring. The Board is seeking a candidate to build on its success, grow the organization and resources, and guide it through the change that is inevitable due to the impact of COVID-19.

Founded in 1992, NAGLY’s mission is to honor, respect, educate, and empower GLBTQ+ youth. It does this through regular support meetings, leadership trainings, and social and cultural events, as well as defending and enhancing the civil and human rights of this community. In 2015, NAGLY, a 501(c)(3) non-profit, moved to new quarters, The NAGLY Center at the Witch City Mall in Salem, MA, one of the largest spaces in the country supporting LGBTQ+ youth. During the COVID crisis, NAGLY has focused on virtual programming. In June 2020, the Massachusetts Nonprofit Network recognized NAGLY with an Excellence Award as a small nonprofit.

The Executive Director (ED), currently the only paid employee, is the Chief Executive Officer of NAGLY and reports directly to NAGLY’s Board of Directors. The ED works with the Board to establish the organization’s Mission, Strategy, and Goals, and is responsible for their execution; oversees all staff and volunteers, operations, fundraising, financial management, programming, external relations, and marketing; and builds and expands strategic partnerships to strengthen organizational impact, visibility, and financial strength.

External Relations / Marketing and Communications
The ED is the public face of the organization and speaks, writes, and advocates on behalf of NAGLY in the press and public forums, including social media. The ED cultivates relationships within and outside the LGBTQ+ community, locally, regionally, and nationally, to develop organizational and programming support.

Fundraising / Development
Serves as principal fundraiser for NAGLY. Develops and executes a fundraising plan aimed at sustaining contributions from individuals, foundations, and corporations; cultivates relationships with current and prospective funders and donors; identifies potential sources of funding through grants, contracts, and public-private partnerships. Works with the Board to plan, develop, and execute fundraising events and initiatives. Develops and maintains the fundraising database.
Programming
Develops, implements, and manages a slate of programs to meet client need while maximizing mission impact and financial viability. Tracks and assesses the impact of each program, with in-depth analysis of effectiveness, adding and/or eliminating programs as appropriate.

People Management
Directly supervises all staff, including Adult Advisors, Adult Advisor Interns, Peer Leaders, Peer Leader Interns, IT staff, Outreach personnel, contractors, and volunteers. Fosters a culture of equity, diversity and inclusion.

Financial Management
Overssees all aspects of finances and budget; develops an annual budget in conjunction with the Board of Directors, maintaining fiscal responsibility and integrity with foresight for future growth and spending.

Required Qualifications
• 3-5 years of experience in non-profit management
• Strong written and verbal communication skills
• A passion for LGBTQ+ issues and a deep understanding of social justice, intersectionality, and health and economic disparity as it relates to youth development
• Experience working with a Board of Directors
• Solid experience in fundraising, fundraising databases, and grant writing
• Financial and budgetary experience; familiarity with QuickBooks a plus
• Strong organizational, analytical, and interpersonal skills
• Ability to prioritize and multi-task
• Proficiency with Microsoft Office Suite

Preferred Qualifications
• Bachelor’s Degree in related field
• Familiarity with local and regional social service agencies, community organizations, and relevant current events

NAGLY is committed to fostering and preserving a culture of equity, diversity, and inclusion, including staff, volunteers, and the youth we serve. All qualified candidates are encouraged to apply.

As an equal opportunity employer, NAGLY provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, physical or mental disability, genetics, marital status, ancestry, pregnancy or a pregnancy-related condition, military service or any other characteristic protected by applicable federal, state or local laws.