Affinity Community Services
Executive Director Search Announcement
Effective July 20 through September 11, 2015

I. About the Organization

Mission: Affinity Community Services is a social justice organization that works with and on behalf of Black LGBTQ communities, queer youth, and allies to identify emergent needs, create safe spaces, develop leaders, and bridge communities through collective analysis and action for social justice, freedom, and human rights.

II. About the Position

The Executive Director provides visionary leadership for Affinity, ensuring that it is serving the community in a manner consistent with its mission. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its strategic goals, financial objectives, and successful day-to-day operations.

III. Essential Responsibilities

- Assure that Affinity has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.
- Hire, develop, and otherwise manage Affinity's staff.
- Promote active and broad participation by volunteers in all areas of Affinity's work.
- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- See that the board is kept fully informed on the condition of Affinity and all important factors influencing it.
- Publicize the activities of Affinity, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of Affinity to agencies, organizations, and the general public.
- Oversee the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.

- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of Affinity.
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.
- Develop and maintain sound financial practices.
- Work with the staff, Finance Committee, and the board in preparing a budget.
- See that Affinity operates within budget guidelines.
- Ensure that adequate funds are available to permit the organization to carry out its work.
- Jointly, with the president and secretary of the board of directors, conduct official correspondence of Affinity, and jointly, with designated officers, execute legal documents.

IV. Qualifications

- Must be comfortable working with diverse members of the LGBTQ community.
- At least 5 years of experience managing projects and/or people.
- Knowledge and experience of standard fundraising techniques including prospect cultivation, grant writing, direct mail campaigns, special events, capital campaigns, and individual giving.
- Previous work with legislators, public officials, and/or advocacy groups.
- Must be fluent in all Microsoft Office Suite programs and utilities.
- Must be willing to work evenings and/or weekends as needed.
- Must own a motor vehicle and have a driver's license and/or be comfortable using public transportation.
- A Bachelor's degree is required.

V. Compensation and Benefits

- Salary is competitive and commensurate with experience. Please include salary history and requirements in cover letter.
- Benefits include: paid holidays, paid vacation days, healthcare stipend, and flexible scheduling.

VI. How to Apply

Affinity has retained Morten Group to conduct this search. Applicants should email a cover letter and resume in PDF format to executivesearch@mortengroup.com with subject line "Affinity Executive Director Search." Cover letters will be evaluated as a writing sample.

Interested candidates should apply no later than September 11, 2015 for best consideration. Questions must be directed to the email address above. *No phone calls, please.*

Affinity Community Services is an equal opportunity employer. Individuals of color, LGBTQ individuals and women are particularly encouraged to apply.