

BRAKELEY SEARCH

LEADERSHIP SEARCH PARTNERS

POSITION SPECIFICATION

EXECUTIVE DIRECTOR GLBT Historical Society *San Francisco, CA*

Brakeley Search

formerly known as Leadership Search Partners,
is a search firm focused exclusively on the nonprofit sector.
As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with
local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director, Scott Staub, ACFRE

is leading this search assignment. Inquiries may be made, in confidence,
to Scott Staub at sstaub@brakeleysearch.com.

Please do not contact GLBTHS Board members or staff regarding this opportunity.

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TITLE: Executive Director

ORGANIZATION: GLBT Historical Society (GLBTHS)

LOCATION: San Francisco, CA

REPORTS TO: Board of Directors

GLBT HISTORICAL SOCIETY MISSION, VISION, AND VALUES

MISSION

The GLBT Historical Society collects, preserves, exhibits and makes accessible to the public materials and knowledge to support and promote understanding of LGBTQ history, culture and arts in all their diversity.

VISION

We envision a world in which LGBTQ people are appreciated and celebrated by one another in all their diversity and by all people for their contributions to history and culture.

We envision a world in which everyone can learn about LGBTQ history as a vital means for promoting civic engagement, social justice, and political change.

We envision a world in which LGBTQ people find acceptance, strength, and pride in acknowledging their heritage and in sharing it with society as a whole.

VALUES

We believe that knowledge of our diverse LGBTQ past is an invaluable resource for understanding the challenges of the present and inspiring dreams for a future of greater social justice.

We appreciate the importance of LGBTQ history for building community and promoting connection.

We support debate, dialogue, and discussion about the LGBTQ past as a way to educate, inspire, and empower LGBTQ people and our allies in building our future.

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ABOUT GLBT HISTORICAL SOCIETY

Founded in 1985, the GLBT Historical Society collects, preserves, exhibits and makes accessible to the public materials and knowledge to support and promote understanding of LGBTQ history, culture and arts in all their diversity. The Society is recognized internationally as a leader in the field of LGBTQ public history, and holds one of the largest collections of LGBTQ historic materials anywhere in the world.

The Society operates the GLBT Historical Society Museum, located since 2011 in the heart of San Francisco's Castro neighborhood, which receives around 25,000 visitors in a typical year. The society also operates the Dr. John P. De Cecco Archives and Research Center, in the Mid-Market district, which receives around 400 researchers annually.

ABOUT THE OPPORTUNITY

The GLBT Historical Society is seeking their next executive director. The new executive director, with the board of directors and others, will secure funds to build capacity and ensure the society's world class archival and museum resources are made ever more widely available to scholars and the public to learn about LGBTQ history and its impact upon the world, especially in the Bay Area and California.

The new executive director will lead the ongoing project to secure a permanent home for the society's museum and archives. The City and County of San Francisco has committed significant support towards this goal. GLBTHS is poised for tremendous growth with the right leader, expanding beyond traditional brick and mortar to digital spaces and other ways to engage people with the riches that the GLBTHS has and continues to attract.

GLBTHS is strongly committed to Justice, Equity, Diversity and Inclusion (JEDI) principles. The next executive director will lead a talented and dedicated professional staff and is expected to model JEDI in establishing and practicing best practices to ensure staff, volunteers, and visitors benefit from JEDI in action.

Key Responsibilities

Organizational Leadership and Management

- Lead the organization in the development and implementation of long-term vision, strategies, and goals
- Oversee all programmatic, operational, financial, and fundraising activities of the organization
- Manage and inspire staff, leading the team toward a common mission
- Foster an organizational culture of results, learning, innovative thinking, accountability, and collaboration
- Maintain an effective and collaborative working relationship with the Board of Directors as a whole and with individual board members

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- Serve as the principal resource to the Board of Directors and its key committees and give strong direction in policy formulation and interpretation
- Serve as a compelling spokesperson for the society's vision, strategy, and programs among board, staff, volunteers, donors and other key stakeholders, and the community at large
- Cultivate and maintain strong relationships with major donors, foundations, and government agencies

Fiscal Management

- Develop, manage, and monitor organizational budget in partnership with the Finance Director and the Board of Directors
- Strategically link revenues and resource allocation to facilitate and manage agency and programmatic growth
- Oversee the presentation of financial and organizational progress reports to the Board of Directors

Strategic Planning

- Develop and execute a strategic plan in conjunction with the Board of Directors and the senior leadership team

Fundraising

- Deepen and expand relationships with diverse funding sources, including public and government agencies, foundations, corporations, and individual donors
- Drive key results in fundraising by working with the Director of Development and Communications and Board of Directors in a successful fund development plan

Professional Experience/Qualifications

Experience:

- Minimum of 5 years progressive management experience including leading a senior management team
- Experience supervising a minimum of 2 direct reports and staff of 5
- Experience with oversight of complex, diverse range of programs or operations
- Experience developing and executing strategic plans for an organization
- Track record of building relationships and working effectively with public partners, funders, donors, business leaders, and the community
- Demonstrated ability to develop and retain diverse staff, a cross-functional team performing in an entrepreneurial environment
- Comfortable with making personal solicitations at the five- and six-figure level
- Fiscal accountability; proven track record of managing program and/or organizational budgets of at least \$1 million
- Experience in engaging, working with, and/or collaborating with members of the LGBTQ community
- Proven ability to facilitate and manage growth

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Skills:

- Outstanding communicator with excellent speaking, writing, and listening skills
- Ability to publicly advocate on behalf of GLBTHS and the communities it serves
- Big picture thinker who understands how to increase, diversify, and optimize multiple funding sources
- Proficiency in financial management and analysis
- Ability to plan and execute on specific metrics to achieve organizational goals
- Ability to build relationships with clients, donors, partner organizations and government agencies

Personal Characteristics:

- Empathetic, compassionate and reflective
- A leader who enjoys being the public face of an organization
- Problem solver and comfortable making tough decisions
- High degree of emotional intelligence and ability to communicate with transparency
- Commitment to principles of cultural humility in working with diverse communities
- Relational, not transactional, in dealing with people

Education:

- Bachelor's degree or equivalent experience required
- Training or background in history, art history, library science, archives, museum studies or women/gender/LGBTQ studies a plus

Preferred:

- Experience in a vibrant nonprofit organization or community centered organization
- Experience in a museum or historical/archives setting
- Direct experience working with and/or reporting to a volunteer or governing board of directors
- Strong experience developing and executing strategy and vision for an organization

COMPENSATION

This is an exempt, full-time position. The salary for this position is \$130,000 - \$150,000 plus benefits. This position is based at the society's San Francisco offices. Although some remote work is available, the position requires regular in-person, on-site work.

TO APPLY

Brakeley Search is conducting this search on an exclusive basis on behalf of GLBTHS. Interested candidates should apply via email by sending a resume and a letter outlining qualifications as PDF or Word documents to Chelsea Burr at CBurr@BrakeleySearch.com with "Executive Director GLBTHS" in the subject line.

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EOE STATEMENT

The Society affirmatively values diversity and seeks to hire staff that reflects the diversity of our communities and they are particularly encouraged to apply.

The Society is an equal opportunity employer. The Society is committed to providing a work environment free of harassment, discrimination, retaliation, and disrespectful or other unprofessional conduct based on sex, sex stereotype, race, color, creed, gender, gender identity, gender expression, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, weight, height, military or veteran status, or any other characteristic or status protected by federal, state, or local law. This policy applies to all employment practices including hiring, benefits, promotions, training, disciplinary action, and termination.

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