



Job Announcement: Executive Director

Position: Executive Director

Reports to: Board of Directors

Status: Full-time, Exempt

Salary: \$155,000

About the Opportunity:

TransFamilies seeks a visionary and experienced leader to assume the role of Executive Director. This individual will report to the Board of Directors and will be instrumental in leading the organization's expansion to a national level, thereby enhancing its impact and reach. The Executive Director will be responsible for advocating our mission through strategic networking programs, creating educational resources, and actively supporting fundraising efforts.

A significant aspect of this role involves Membership Cultivation and Community Engagement of parents, caregivers, and their families. The Executive Director will prioritize this membership cultivation, devising strategies to attract and retain members and strengthening organizational community ties. This role also entails enhancing the organization's visibility and impact within the community, nurturing existing relationships, and establishing new connections with foundations, corporate sponsors, and individual donors.

Key responsibilities include finalizing and implementing strategic plans, managing finances, developing fundraising strategies, overseeing human resources, and maintaining community and partner relationships. The Executive Director will also facilitate board participation in various organizational aspects, including member recruitment, financial oversight, and fundraising, and assist in recruiting and hiring new staff.

Mission:

Our mission is to provide essential support, education, and resources to create a more inclusive and understanding society. We focus on parental support and community education, emphasizing the inclusion of trans and gender-diverse children and youth. Discover more about our impactful work at TransFamilies.org.

About the Ideal Candidate:

The ideal candidate for this role will have a solid commitment to social, racial, and trans justice and liberation, backed by substantial nonprofit management experience. This includes strategy, human resources, financial management, and systems/infrastructure expertise. The candidate should possess strong strategic planning abilities, experience working with board directors, excellent communication skills, and a track record in program development and implementation. The Executive Director should

embody the mission of TransFamilies, leading with integrity, inclusivity, and a dedication to the rights and well-being of transgender and gender-diverse individuals and their families. The role calls for a leader capable of navigating complex dynamics, managing diverse teams (including remote teams), and fostering a collaborative and respectful organizational culture.

Key Responsibilities:

- **Strategic Leadership and National Expansion:**
 - Lead the organization's growth to a national level, enhancing its impact and reach.
 - Develop and implement strategies for expanding membership and organizational influence.
 - Ensure alignment of the organization's vision and strategies with long-term goals.
 - Provide visionary leadership in developing organizational strategy.
 - Facilitate innovative approaches to impact enhancement and mission fulfillment.
- **Membership Cultivation and Community Engagement:**
 - Prioritize membership cultivation, creating strategies to attract and retain members.
 - Serve as a primary advocate and spokesperson for all parents, caregivers, and their children.
 - Enhance the organization's visibility and impact within the community.
- **Organizational Sustainability:**
 - Evaluate and strengthen organizational processes and structures.
 - Enhance sustainability through diversified funding streams and strategic partnerships.
 - Lead long-term financial planning, ensuring fiscal responsibility and transparency.
- **Community Engagement and Advocacy:**
 - Serve as a leading advocate and spokesperson for parents, caregivers, and their children.
 - Cultivate relationships with community leaders, policymakers, and partner organizations.
 - Foster a strong community presence and enhance the organization's public image.
- **Fundraising and Development:**
 - Drive fundraising initiatives and cultivate relationships with donors and sponsors.
 - Oversee grant writing and fundraising campaigns to ensure financial health.
 - Acknowledge and engage donors to foster lasting support.
- **Program Management and Evaluation:**
 - Ensure excellence in program planning, execution, and evaluation.
 - Align programs with strategic objectives and community needs.
 - Monitor program outcomes and impact, adapting strategies as necessary.
- **Board Engagement and Support:**
 - Work closely with the Board of Directors to inform and implement policies.
 - Engage the board in strategic decision-making and organizational development.
 - Prepare regular reports on progress, challenges, and opportunities.
- **Human Resources and Organizational Culture:**
 - Lead, inspire, and manage a diverse team, promoting professional development.

- Uphold a culture of inclusivity, collaboration, and empowerment.
- Oversee recruitment, training, and retention of staff and volunteers.

Qualifications:

- Bachelor's degree required, master's degree in a relevant field preferred.
- Deep commitment to social, racial, and trans justice and liberation.
- Proven experience in senior nonprofit management (strategy, human resources, finances, etc.).
- Demonstrated success in strategic planning and organizational growth.
- Strong relationship-building skills with diverse stakeholders (donors, partners, and community leaders).
- Expertise in financial management, budgeting, and resource allocation.
- Robust experience in program development and implementation.
- Excellent communication, leadership, and interpersonal skills.

How to Apply

Impact Search Advisors by Nonprofit HR is leading the search process on behalf of TransFamilies. Inquiries regarding the search process should be directed to Jami Armstrong, Senior Consultant at Impact Search Advisors by Nonprofit HR. Please submit a cover letter and your resume here: [LINK](#).

TransFamilies is an equal opportunity employer, and our policy is to comply with all federal, state, and local equal employment opportunity laws. We strive for diversity and inclusivity in our workforce and do not discriminate based on sexual orientation, gender identity or expression, race, color, religion or creed, national origin, ancestry, sex, age, marital status, physical ability, family responsibility, political affiliation, or any other status protected by applicable law.