



**Out On The Lakeshore**  
*Serving West Michigan's LGBTQ+*

**POSITION TITLE:** Executive Director

**REPORTS TO:** Board of Directors

**POSITIONS SUPERVISED:** One administrative assistant, and limited supervision of volunteers and interns.

**LOCATION AND HOURS:**

Our community center is located at 451 Columbia Ave, Suite C, in Holland, Michigan, 49423.

This is a 30-hour-per-week, year-round hybrid position with some evening and weekend work responsibilities, supporting key events as needed throughout the year. Some local travel will also be required for training and community events.

**SALARY RANGE:** \$55,000 - \$60,000 Annual Salary, with an option to earn a bonus based on meeting fundraising targets.

**ABOUT OUT ON THE LAKESHORE:**

**Our Mission** is to be a leading organization along the Lakeshore providing expansive education, programming, partnerships, safe spaces, and advocacy to LGBTQ+ members and their allies to create a more inclusive and welcoming community that is filled with pride.

**Our Vision** is to foster a Lakeshore community where all LGBTQ+ members are welcomed, supported, and celebrated for who they are. By empowering and uplifting those who have been historically marginalized, we ensure a bright and more equitable future for all.

**ABOUT THE ROLE:**

Are you a visionary leader with a passion for community engagement and advocacy? Out On The Lakeshore (OOTL) seeks a dynamic Executive Director who can lead the planning and execution of the next strategic growth and development chapter, focusing on continuous improvement to achieve organizational goals. They will also build community relationships that will continue to shape the future of LGBTQ+ support in the Lakeshore and West Michigan communities.

The Executive Director will provide strategic leadership and oversee community center operations, coordinating and expanding fundraising initiatives and grant support. They will cultivate relationships with businesses, donors, and other non-profits while developing educational outreach programs in collaboration with local schools, businesses, and government entities. Managing the budget and financial activities in partnership with the Board of Directors, the Executive Director will also oversee programmatic initiatives and work to increase community awareness.

The ideal candidate is experienced in non-profit leadership, fundraising, community outreach, and fiscal management, and is a strong communicator with a talent for building relationships. They should be a strategic thinker who understands the history and issues of the LGBTQ+ population.

**ESSENTIAL FUNCTIONS:**

The Executive Director will provide strategic leadership, oversee center operations, and cultivate

relationships with area businesses, donors, and other non-profit organizations. Essential functions include coordinating and growing fundraising initiatives and grant support; creating and sustaining educational outreach with the Lakeshore and West Michigan community, businesses, government, and schools; actively engaging with OOTL volunteers, board members, partnering organizations, and donors; managing the OOTL budget in collaboration with the Board of Directors; overseeing and executing programmatic initiatives; and growing the awareness of the organization in this community. This position will manage the center staff, contract workers, and volunteer program facilitators, and work closely with the Board of Directors.

## **RESPONSIBILITIES:**

### **Organizational Culture and Communication**

- Oversee daily functions relating to the community center, ensuring that visitors and community members are well served and receive needed services. Oversee center operations to ensure the center is accessible and available to meet community needs and coordinate center maintenance.
- Supervise and support OOTL staff and contractors.
- Mentor OOTL interns and volunteers as a pipeline to identify and grow emerging talent.
- Responsible for communications pipelines related to the functional work of OOTL, including fundraising, educational programs, grant administration, community engagement opportunities, and Holland/West Michigan festivals and celebrations.
- Represent OOTL at community events, programs, and in the media in alignment with OOTL's mission, vision, and values.
- Ensure clear and timely communication with staff and the Board of Directors regarding the organization's services and programs, current issues, fundraising, grant initiatives, and other essential functions of the organization. Clarify and organize complex information, supporting others in understanding organizational processes and policies.

### **Strategy and Program Development**

- Create a 3-year strategic plan in partnership with the Board of Directors with annual benchmarks for center growth and identify steps and strategies for implementation.
- Develop a strategy and plan around OOTL's marketing efforts. Provide oversight and support towards content creation and scheduling.
- Work toward developing sustainable and innovative new programs that meet the broader Lakeshore community's needs to support local LGBTQ+ persons.
- Coordinate detailed data collection utilized in the annual review and assessment of programs.

### **Community Support and Advocacy**

- Work with area school districts (K-12), area colleges, the business community, the non-profit community, and the faith community to increase the visibility of OOTL in the area.
- Oversee monthly Pride programming in collaboration with the administrative assistant.
- Be the spokesperson and public strategic communicator of the Holland Pride Festival. Collaborate with the Pride Coordinator to support efforts related to Pride programming, volunteering, grant writing, marketing, communications, and sponsor relationships.
- Support center programming by working collaboratively with volunteer facilitators.
- Develop and oversee programs and services that support LGBTQ+ youth, adult, and aged populations.
- Organize, schedule, and facilitate the development of community training and educational opportunities focused on LGBTQ+ inclusion.
- Develop partnerships with local organizations and nonprofits that support minoritized West Michigan communities.

## **Financial Management**

- Create a fundraising plan in collaboration with the Development Committee that is focused on strategically increasing donor relations and establishing fundraising goals.
- Utilize financial resources in a manner that reflects OOTL's Vision, Mission, and Values, and collaborates with the Board of Directors for fiscal oversight and responsibility.
- Develop, nurture, and maintain relationships with area donors, grantors, and foundations to increase funding streams to the center.
- Manage OOTL Center budget including taxation, audit and compliance, and other financial elements specific to a non-profit organization.
- Other duties and responsibilities as noted by the Board of Directors and in support of the OOTL Mission.

## **QUALIFICATIONS:**

### **Required Qualifications**

- 3-5 years in program administration, with managerial experience.
- 1-3 years experience in donor relations, fundraising, or grant writing.
- Bachelor's degree in nonprofit management/administration, or relevant area.
- Demonstrated adaptable, innovative, passionate, mission-driven leadership.
- Demonstrated ability to guide an organization during growth and change and pivot, as necessary.
- Demonstrated self-directed work style with integrity, transparency, and a positive attitude.
- Demonstrated support and advocacy of the LGBTQ+ Community.
- Ability to work effectively in collaboration with diverse groups of people.
- Strong communication (written and verbal) skills.

### **Preferred Qualifications**

- Master's degree in nonprofit management/administration, or relevant area.
- Conflict resolution skills.
- Media training.
- Knowledge of the following software: Salesforce, Bloomerang, Eventbrite, multiple social media platforms, Canva, Google Suite, QuickBooks, WordPress, Slack, and/or Discord.

## **PHYSICAL DEMANDS:**

### **Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions in the work environment provided.

- While performing the duties of this job, the employee is frequently required to sit, occasionally walk, and stand, and travel from the community center to other sites.
- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- The employee is required to be able to hear conversations in quiet environments.
- While performing the duties of this job, the employee regularly works inside.
- The employee must be able to meet deadlines with inflexible time constraints.

- The employee may be asked to work irregular or extended work hours while performing the duties of this job.

## **EQUAL OPPORTUNITY EMPLOYMENT**

Out On The Lakeshore is an equal opportunity employer and does not unlawfully discriminate against staff or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, marital status, veteran status, disability unrelated to job requirements, military service, or other status protected by applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination. Whenever possible, the organization makes reasonable accommodations for qualified individuals with disabilities to the extent required by law. We seek applications from diverse backgrounds including Black, Indigenous, People of Color, and the LGBTQ+ community.

Applicants who would like to request a reasonable accommodation should contact OOTL at [info@outonthelakeshore.org](mailto:info@outonthelakeshore.org).

## **HOW TO APPLY**

Please submit your resume, three references, and a compelling cover letter telling us why you would be a great fit for a small but growing LGBTQ center in a conservative county in West Michigan. Submit your documents via email to [jobs@outonthelakeshore.org](mailto:jobs@outonthelakeshore.org).

We will review and respond to all applications received. While subject to change, candidates selected to advance will progress through a process that includes initial conversations with Search Committee members, and interviews with the Board of Directors and other OOTL community stakeholders.

For more information about Out On The Lakeshore please visit our website at [www.outonthelakeshore.org](http://www.outonthelakeshore.org).