



Harrisonburg Site Director, part-time

Position Summary:

The Harrisonburg Site Director / Safe Space Coordinator oversees the operations of the Friendly City Safe Space (FCSS), provides oversight and management of fiscal and fundraising activities, and is the primary programmatic manager of the Safe Space. This position works collaboratively with the Executive Director of the Shenandoah LGBTQ Center and Leadership Team of the FCSS to advance organizational goals and implement the overall strategic vision for the organization. Based on a thorough understanding of LGBTQ community needs, the Site Director works to develop and implement programs that support, empower, and represent the diversity of the Shenandoah Valley LGBTQ+ community. The Site Director leads all fundraising and community building efforts to support operations of FCSS and also serves as liaison to media, donors, and various stakeholder groups and community partners.

Location: Harrisonburg, VA

Reports to: Shenandoah LGBTQ Center Executive Director

RESPONSIBILITIES:

Operational Oversight, 40%

- Work in close collaboration with the Executive Director and Leadership Team to set the general organizational direction of the Safe Space; determine overall organizational priorities and policies and orchestrate connectivity between programmatic, administrative and development activities
- Volunteer Management including volunteer communication, recruitment, conducting regular trainings, coordinating staffing, and ensuring volunteers are supported in their work and participation in the organization
- Program oversight including ongoing assessment and evaluation by establishing benchmarks, timelines, and the resources needed to achieve strategic goals, proactively driving improvements as necessary; settings standards for accountability and measurements of success

- Maintain highly productive and collaborative relationships with the Shenandoah LGBTQ Center Executive Director, staff, Board of Directors, and Friendly City Safe Space Leadership Team
- Supervise and train any professional or student staff to ensure alignment with values and strategic objectives.

Fundraising and Revenue, 35%

- Provide leadership and direction in annual programmatic planning and budgeting, monitoring of expenditures
- Ensure program and budget expenditure compliance with all laws, regulations, organizational policies and funding guidelines
- Develop an annual and diversified fundraising strategy including grants, event fundraising, and small donor and funder engagement
- Research and explore expansion of revenue generating programs and fundraising activities to support existing operations

Public Engagement and Outreach, 15%

- Represent the Safe Space to the media, donors, partner organizations, coalitions, and other community stakeholders
- Foster and maintain ongoing relationships with community leaders and stakeholders to further support programmatic efforts, intentional outreach and community building
- Work with the ED to plan broader outreach strategies to maximize the Safe Space's footprint and impact in the community

Strategic Oversight, 10%

- Assist in the development and implementation of strategies for building a progressive LGBTQ movement in Harrisonburg, Virginia, and strategies for working with progressive constituencies and allied progressive organizations.
- Ensure policies and programs are current with best practices, seek out professional development opportunities

QUALIFICATIONS

- Effective written and oral communication skills
- Must be detail oriented and able to plan, prioritize, multitask and meet deadlines
- Demonstrated ability to prioritize and manage multiple tasks effectively and efficiently
- Highly strategic with creative problem solving skills and ability to quickly adapt to changing environments

-Ability to work well both independently and as a collaborative member of a team in a fast-paced and dynamic environment

Requirements

- Knowledge of LGBTQ+ identities and disparities, cultural competency around LGBTQ communities including rural experiences
- Experience working with the LGBTQ+ population and other marginalized communities is highly preferred.
- Commitment to antiracism and equity in the LGBTQ community

POSITION DETAILS

Part-time (25-30 hours), partially grant-funded position with the opportunity to expand to full-time, dependent on experience and qualifications

Application Instructions: Interested applicants should submit a resume and cover letter to anguyen@shenlgbtqcenter.org.

We strongly encourage applications from candidates with a wide range of experiences and backgrounds, especially those from historically marginalized groups.

The Shenandoah LGBTQ Center is an Equal Opportunity Employer and is committed to pursuing equity and creating an inclusive environment for our employees and community. All applicants will be considered for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, gender expression, national origin, disability status, genetic information, marital status, amnesty, status as a covered veteran, or any other characteristic protected by federal, state and local laws.