



## EQUALITY MARYLAND EXECUTIVE DIRECTOR

**REPORTS TO: BOARD OF DIRECTORS**

**STATUS: SALARY-EXEMPT**

**Equality Maryland** seeks a dynamic individual with a passion for achieving full legal equality for lesbian, gay, bisexual and transgender (LGBT) citizens to lead Equality Maryland in the role of Executive Director. The ideal candidate is self-motivated and results-driven with strong management skills, experience in running small, non-profit organizations, and demonstrated fundraising expertise. The candidate must also be an effective communicator, advocate, and able to work with a variety of audiences, stakeholders and coalition partners.

**Equality Maryland** is Maryland's largest state-wide LGBT advocacy organization.

- We advocate for LGBT Marylanders.
- We empower ordinary citizens to become extraordinary activists.
- We provide a strong and unified voice for LGBT concerns in the media.
- We work to achieve equal protection under the law for all members of our diverse community.

**Equality Maryland** is a non-partisan, non-profit organization comprised of the following elements:

- **Equality Maryland Foundation**, a 501(c)(3) charitable organization that works to eliminate prejudice and discrimination against LGBT Marylanders through education, research, community organizing, training and coalition building
- **Equality Maryland Inc.**, a 501(c)(4) political organization that works to secure and protect the rights of LGBT Marylanders in state, county and municipal laws and policy.
- **Equality Maryland Political Action Committee (PAC)** that advocates for the LGBT community through the electoral process by endorsing and supporting candidates that work for full legal equality for our community

### JOB SUMMARY AND QUALIFICATIONS

The Executive Director reports jointly to the Board of Directors of **Equality Maryland Foundation** and **Equality Maryland Inc.** The Chairs of both Boards supervise the Executive Director. Additionally, the Executive Director is a member of the Executive Committee of both Boards and attends all Board meetings.

The Executive Director is responsible for managing the daily operation of **Equality Maryland** and implementing the vision, strategic goals and objectives of the organization. The Executive Director supports the Chairs and respective Boards, and manages and directs the staff of the organization to accomplish the mission and achieve agreed upon results.

Most importantly, the Executive Director represents **Equality Maryland** to the community, policymakers, donors and others to advocate for its mission and programs. Expect significant in-state travel and occasional out-of-state travel, including work on evenings and weekends.

### KEY FUNCTIONS

- Organizational leadership and staff management
- Development and fundraising
- Legislative advocacy
- Public and media relations

- Community organizing
- Preparation of annual budget and fiscal management
- Communication of the vision, mission and work of **Equality Maryland**
- Preparation and execution of annual strategic plan with the Board of Directors

## REQUIREMENTS

- Commitment to the full legal equality of LGBT citizens of Maryland, particularly in the areas of employment, education, healthcare, housing, relationship and family recognition.
- Demonstrated ability to fundraise including:
  - Ability to develop and execute fundraising campaigns and member programs
  - Ability to cultivate and maintain relationships with donors
  - Ability to identify and access relevant financial, intellectual and human resources in Maryland and nationally
  - Ability to write, secure and execute grant funding
- Demonstrated ability to represent and mobilize Maryland's LGBT community including:
  - Ability to communicate and speak publicly
  - Ability to motivate, energize and empower core constituencies
  - Ability to build relationships and work collaboratively
  - Ability to resolve conflicts while remaining on mission
  - Ability to develop media campaigns and maintain a positive message with the media
- Demonstrated ability to generate legislative results and shift the electoral landscape including:
  - Comprehensive working knowledge of LGBT political advocacy issues, specifically in Maryland
  - Experience lobbying elected officials (prior registration as a lobbyist in Maryland not required)
  - Ability to work with public officials as well as community and faith leaders to enable positive LGBT legislative outcomes
  - Ability to engage with coalition partners in cooperative advocacy toward common goals
  - Experience with PACs
  - Ability to craft and implement short, mid and long-range strategic plans
- Demonstrated ability to manage including:
  - Ability to create a team-based operating environment and motivate staff
  - Ability to hire, retain and supervise paid, intern, and volunteer staff
  - Ability to use technology for advocacy, fundraising and stakeholder communication
  - Ability to manage finances and prepare and execute an annual budget
  - Working knowledge of the lawful relationships among the 501(c)(3), 501(c)(4) and PAC
  - Working knowledge of software such as Microsoft Office and website platforms such as Salsa (or similar)
  - Knowledge of non-profit board governance and management

Bachelor's Degree in related area required; Master's Degree preferred. Candidate must have at least five years of increasingly responsible experience. Practice or knowledge of statewide organizing and legislative advocacy valued.

Competitive compensation and benefits based on experience and education.

**Equality Maryland** is an Equal Opportunity Employer and conforms to all applicable employment practices.

Candidates interested in applying for this position should do so **by email only**. Please include a letter of interest and resume, including salary requirements, addressed to the EQMD Search Committee at [search@equalitymaryland.org](mailto:search@equalitymaryland.org). Interested candidates should apply no later than **August 22, 2011 by 5 p.m.**