

# **QCC EXECUTIVE DIRECTOR JOB DESCRIPTION**

## **About QCC**

Founded in 1993, the Queer Cultural Center (QCC) promotes social justice and the artistic and financial development of Queer art and culture. QCC is a multiracial community-building organization that fosters the artistic, economic and cultural development of the San Francisco Bay Area LGBTQ+ communities. We implement our mission by operating programs that commission and present Queer and Trans artists, that promote the development of culturally diverse Queer and Trans arts organizations and that document significant Queer and Trans arts events taking place in the San Francisco Bay Area.

By presenting, exhibiting, screening and documenting Queer and Trans artists' work, QCC contributes to the development of multicultural perspectives on LGBTQ+ experiences.

## **Position Overview**

The Queer Cultural Center is looking for an Executive Director, a dynamic leader to build on our 26 year history of visionary artmaking, cultural production, and uplifting and prioritizing Queer and Trans communities of color.

The Executive Director is responsible for implementing QCC's mission to promote the artistic and financial development of Queer and Trans artists, art and culture. Additionally, the Executive Director, in close coordination with the Staff and Board of Directors, is responsible for strategic planning and goal setting, developing and managing budgets and financial objectives, and day-to-day operations.

To be a good fit for this job, you must thrive in environments that call for creative thinking, fast-moving collaborative work, and high-stakes judgement calls. You must set the tone for professionalism and make time to honor and acknowledge our staff's labor.

You must be an impactful strategist with a passionate commitment to elevating the art of Queer and Trans individuals. You must have a demonstrated commitment to racial and social justice, experience working in communities and organizations led by communities of color, and a strong awareness of power, privilege, and equity. You must have a demonstrated commitment to disrupting white supremacy, and Trans/Homophobia.

You must provide leadership and vision that advances QCC's programs and heightens our organization's local, regional, statewide, and national visibility.

This is a full-time position. Our schedule of 20-30 programs during the National Queer Arts Festival, requires that the Executive Director work some nights and weekends across the San Francisco Bay Area.

## **Skills, Duties & Responsibilities**

### *Artistic:*

- Implementation and evaluation of QCC's annual arts programs and services including the National Queer Arts Festival, Creating Queer Community, and Queer Conversations on Culture and the Arts with support from QCC staff and Board
- Strong project management skills
- Ability to vision, strategize, and implement from start to finish the support of QCC's festival team
- Experience developing and leading workshops, trainings, and curriculums that are artistic in nature combined with social, gender, and racial justice frameworks
- Strong verbal and written communications skills
- Overseeing of all facets of the National Queer Arts Festival ensuring smooth delivery of 20-30 performances, visual arts exhibitions, and interdisciplinary shows at venues throughout San Francisco Bay Area
- Strategic outreach to key venues, arts organizations, and community partners to boost the visibility and community brand of QCC

### *Fund Development and Communications:*

- Represents QCC in the funding world and in the media, with the support of QCC Development and Communications Team
- Schedule meetings with QCC's communities to advance dialogue and seek feedback on our programming
- Works with Development Team to strategize and achieve funding goals, and ensure QCC's financial health and growth
- Prepare and provide quarterly reports to the Board with up-to-date actual and projected growth reports
- Ensure that financial best practices are put in place and/or followed by all staff in preparation for audits
- Write and/or update existing contracts, MOUs, and agreements for work with all contractors

### *Human Resource and Workplace Management:*

- Hires, supervises, and evaluates all staff and contractors
- Strong human resource experience and knowledge of payroll, hiring, onboarding, training, workplace management
- Research, implementation, and management of employee benefits
- Scheduling of regular staff meetings

### *Operations and Finance:*

- Works with the Financial Director to develop, manage, and as necessary, revise the annual operating budget, which requires Board approval
- Guarantees that QCC is in compliance with all local, state, and federal regulations governing the operation of non-profit organizations, with support from the Board
- Coordinates the activities of all staff engaged in bookkeeping, audits, tax returns, and preparing reports to funders and government agencies
- Updates all job descriptions and create work plans to address areas of growth
- Provides financial oversight over income and expenses, including a clear understanding of grant deliverables
- Is digitally fluent and attentive to detail required for Google docs/sheets, Microsoft Office, and shared online work calendars
- Prepares and distributes Board minutes and agendas and schedules Board meetings, with the support of QCC Board Chair and Board Secretary
- Acts as a non-voting member of the Board of Directors

## **Candidate Profile**

Candidates from the arts and culture sector are encouraged to submit their credentials. Candidates must demonstrate their ability to effectively raise funds for, and manage, an organization that has a budget of over \$600,000 and 6 staff members. In addition, candidates should show their leadership capacity for an organization where the majority of staff and constituents are people of color and/or members of the LGBTQ+ community.

The ideal candidate will possess the following skills, experiences and attributes:

- 5 years of experience in arts production
- Passion for QCC's mission and an entrepreneurial spirit that will help fulfill it
- At least five years as a senior staff director, development officer, or equivalent experience with individual and institutional fundraising at QCC's scale
- Proven record of securing successful five-figure donor gifts and multi-year major grants through thoughtful planning, cultivation, and stewardship

- Strong management skills in supervision, budgeting, project administration, financial and business planning, e.g., basic understanding of QuickBooks, Proficiency in Microsoft Office and G Suite
- Excellent portfolio of written communications, oral presentations, and marketing approaches
- Outstanding interpersonal and leadership skills necessary for successful work with a diverse staff, board, and organizational partners
- Meticulous attention to detail and enduring dependability, as well as the ability to work in a highly flexible, collaborative work environment
- A clear commitment to building systems that support justice and equity
- Relevant relationships among regional and national donors, foundations, community members, and businesses is a plus
- Bachelor's Degree or Graduate Degree in the Arts (Fine Arts, Performance Arts, etc.), a Humanities discipline, and/or in Business Administration Degree is a plus

## **Compensation**

The Executive Director position is year-round with a seasonal shift in demands and hours. The ED will report to the Board of Directors. Salary is \$80,000 (including a benefits package).

## **To Apply**

Please email the following to [jobs@queerculturalcenter.org](mailto:jobs@queerculturalcenter.org)

- a cover letter (2-3 pages)
- a resumé that notes grants written, submitted and received (3-5 pages)
- 2 writing samples--creative, critical, scholarly, development/grant application (600-1,000 words)
- the names and contact information (telephone & email address) of 3 references

No phone calls please. Bay Area natives, people of color, and Queer and Trans individuals are encouraged to apply. QCC is an equal opportunity employer and does not discriminate on the basis of race, gender, age, disabilities, gender expression, religion or citizenship status.

The initial deadline for applications is November 15, 2019. We will be scheduling interviews on a rolling basis until the position is filled. For more information about Queer Cultural Center, please visit our website at <https://gcc2.org/>