



Queer Cultural Center
P.O. Box 26556
San Francisco, CA 94126

Job Description: Interim Executive Director

Position Title	Interim Executive Director
Reports to	Board of Directors
Employment Status	12 month fixed term; may be exempt FTE or contractor
Compensation	\$115,000
Benefits	If taken as FTE, benefits include full coverage for health, dental, and vision insurance; PTO package including 9 days of sick leave, 12 days of paid vacation, 11 paid holidays, and 5 days of bereavement leave per year. Eligible for 401k retirement plan with 3% employer contribution after 3 months.
Location	Queer Cultural Center (QCC) is based in San Francisco, CA. Hybrid remote and in-person schedule; staff expected to work three days per week in-person at the office.

Organizational Background & Opportunity

Queer Cultural Center (QCC) promotes social justice and the artistic and financial development of queer art and culture. We steward artists whose programs nourish, connect, and mobilize trans & queer communities in the San Francisco Bay Area. QCC's services for artists include fiscal sponsorship and hands-on training with financial literacy, fundraising, and capacity building. Since our founding in 1993, QCC has served an estimated 125,000 LGBTQIA2S+ San Franciscans and the 350,000 LGBTQIA2S+ residents of the greater regional SF Bay Area. We've curated 27 consecutive month-long National Queer Arts Festivals (NQAF) featuring work from more than 2,500 LGBTQIA2S+ artists. QCC's artist services has supported over 50 Bay Area LGBTQIA2S+ artists and arts organizations to secure over \$10 million in programmatic and general operating funds.

QCC's Executive Director recently announced his departure, and the organization's board of directors seeks an interim Executive Director to ensure operations and existing services continue without interruption during our search for our next executive leadership.

Position Summary:

The Interim Executive Director will be responsible for the overall leadership and management of the Queer Cultural Center during a time of transition. This role oversees the organization's operations, fundraising, and finances, ensuring the fulfillment of its mission to promote social justice and the artistic and financial development of queer art and culture. This position will be a one-year engagement, to start in October 2024, and will end no later than November 15, 2025. The specific starting and end dates are negotiable.

Key Responsibilities:

1. Organizational Development:

- Oversee existing organizational development initiatives including foundation and grassroots fundraising and to enhance efficiency and effectiveness.
- Collaborate closely with the Board of Directors to ensure organization continues to meet its financial, programmatic, and legal obligations. Support board meetings and activities, including regular financial and programmatic reporting to the board for quarterly board meetings.
- Support board as it conducts search for next long-term executive leadership.
- Lead onboarding new long-term executive leadership hire, ensuring smooth transfer of projects and relationships with minimal interruption.

2. Financial Management:

- Manage QCC's finances, including budgeting, forecasting, and reporting, using Quickbooks.
- Review weekly accounts payable and receivable for accuracy and adherence to documentation requirements
- Collaborate with the accountant and audit firm to ensure financial compliance, and to complete annual audit.
- Oversee the management of funds for the Fiscal Sponsorship Program (FSP).
- Oversee payment to vendors
- Maintain spreadsheet-based QCC & FSP transaction and grant spending system

3. Fundraising:

- Supervise contract grant writer and Production & Development Manager on grant application & report narratives
- Build and maintain positive working relationships with government and foundation funders
- Solicit donations from individual donors as needed

4. Organizational Leadership:

- Supervise the Deputy Director and Production & Development Manager, and Finance & Operations Coordinator.
- Oversee HR functions, including recruitment, onboarding, and performance evaluation processes.
- Provide mentorship and support to staff members.
- Foster a collaborative and inclusive work environment.
- Represent QCC in externally-facing meetings with the public, funders, partners, and artists.

5. Program Oversight:

- Provide strategic guidance and oversight for the organization's main programs: Creating Queer Communities (CQC) and the National Queer Arts Festival (NQAF).
- Collaborate with program staff to ensure appropriate allocation of resources to support effective and impactful programming.

6. **Cross-Functional Collaboration:**

- Actively participate in fundraising, communications, and finance and team meetings
- Provide input and feedback to the program team for CQC and NQAF.

Required Qualifications

- **Nonprofit Management:** At least 5 years of experience in senior leadership roles within nonprofit organizations, preferably with a focus on arts and culture.
- **Leadership:** Proven ability to lead and inspire a team, foster a positive work environment, and make strategic decisions.
- **Financial Management:** Strong financial acumen, including budgeting, forecasting, and reporting. Experience managing grants and donations.
- **Fundraising:** Demonstrated success in securing funding from various sources, including government grants, foundations, and individual donors.
- **Organizational Development:** Experience in developing and implementing strategies to improve organizational efficiency and effectiveness.
- **Relationship Building:** Excellent interpersonal skills and the ability to build and maintain strong relationships with stakeholders, including board members, funders, partners, and staff.
- **Communication:** Effective written and verbal communication skills, including the ability to articulate complex ideas clearly and persuasively.
- **Problem-Solving:** Ability to identify and solve problems creatively and effectively.

Timeline: October 2024 - November 15, 2025 (specific starting and end dates are negotiable within these months)

Equal Employment Opportunity

Queer Cultural Center values a diverse workplace and strongly encourages women, people of color, LGBTQ2S+ individuals, and people with disabilities to apply.

QCC is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

How To Apply

Please send a cover letter, resume, and list of three references to jobs@queerculturalcenter.org. We will not review applications submitted any other way.

Applications due by October 8, 2024.