



Executive Director

CoastPride is seeking an Executive Director to lead and manage CoastPride: overseeing operations, finances, programs, staff, and volunteers. This person works with the Board to drive strategic planning, fundraising, and stakeholder relationships to achieve CoastPride's mission, which is to create a coastside that supports and celebrates people of all sexual orientations and gender identities.

RESPONSIBILITIES

Leadership

- Implement strategic goals and objectives of CoastPride
- Provide direction and strong leadership toward achievement of CoastPride's mission, strategic plan, and annual goals
- Develop, expanding on industry standards, an impact measurement and analysis of current programs and actively manage, update, and insure data integrity for use on fundraising and annual reports
- Based upon current impact, community outreach and surveys, involving the community and youth to identify gaps of service and make fact based recommendations for new, revised and/or expanded services to support the Coastpride mission.
- Oversee the development of programs and ensure that they are consistent with CoastPride's Identity Statement, strategic plan, and planning calendar
- Create and maintain a working partnership with the Board on strategic planning, policy development, human resources oversight, fund development, and financial management
- Fosters a collaborative work environment and demonstrates strong team building
- Ensures a safe and inclusive space for all youth, adults, families, staff, volunteers, and board members
- Proactively cultivates key relationships and partnerships through outreach, engagement, and collaboration to grow and improve programming and funding
- Represent CoastPride and promote its mission and vision with media, funders, partners, and within the community at large

Fundraising and Development

- Responsible for securing resources needed to support CoastPride's mission and strategic plan
- Oversee development and execution of fundraising and marketing activities, including new and existing campaigns, fundraising events and donor cultivation activities.
- Identify, develop and submit applications and funding proposals for local, state, and national grant opportunities

Financial Management

- Ensure adherence to CoastPride's financial policies and procedures, including managing accurate and current data in CoastPride's DonorPerfect Database system
- Make sound financial recommendations to the Board
- Develop and monitor CoastPride budget; submit quarterly budget report to Board for review and work with the Treasurer to provide financial reports at Board meetings
- Working with the bookkeeper and Treasurer, provide fiscal record-keeping and submit financial reports or statements to the Treasurer and/or Board
- Ensure compliance with funding sources and federal and state regulatory requirements
- Analyze and implement income strategies and cost-saving measures

Human Resources

- Recruit, orient, train, and supervise staff/volunteers consistent with CoastPride's policies and procedures
- Motivate staff and volunteers in accomplishing program goals
- Effectively manage people to achieve multiple priorities and implement projects
- Implement Board-approved policies and suggest new policies and processes to the Board
- Ensure legal hiring and termination procedures; ensure supervision and evaluation of all staff and volunteers
- Ensure job descriptions are developed, performance evaluations are held, and sound human resources practices are in place

MINIMUM REQUIREMENTS

- Bachelor's Degree, Masters preferred, and two or more years of relevant direct experience.
- Education and experience working with adolescents and young adults in a mental health or behavioral health related field.
- Group facilitation skills and ability to show tact, compassion, and intentionality.

- Strong community engagement skills, including sensitivity to working with marginalized groups.
- Proven track record in building and maintaining effective working relationships with a range of stakeholders such as young people, family members, parents, schools, and health professionals from other agencies.
- The ability to plan, implement, deliver, and evaluate community awareness projects and mental health literacy programs.
- Strong written and verbal communication skills, and ability to be concise and persuasive.
- Experience in social media as an outreach tool, including engagement, building content, profiling key features, calendaring of posts, and increasing overall exposure.
- Medium/Advanced computer skills, including experience with Microsoft Office Suite, Zoom, and an ability to learn new databases.
- Strong creativity, out of the box thinking, and overall analysis and problem solving skills.
- Exceptional customer service skills and attention to detail and follow-up.
- Ability to learn and uphold compliance with legal, financial, and CoastPride policies, as well as allcove licensing and contract requirements.
- Must clear a federal background check (paid for by CoastPride).
- Must complete four hours of mandated reporter training in accordance with CoastPride Policies.

PREFERRED SKILLS AND EXPERIENCE

- Experience working with Spanish-speaking, BIPOC, LGBTQIA2+, and refugee communities.
- Bilingual - Spanish and English.

COMPENSATION AND BENEFITS

- This is a full time, exempt position
- Salary range: \$125,000-\$160,000 *depending on experience*
- Benefits
 - Medical, dental, vision
 - Paid Holidays
 - Work cell phone provided, plus \$50 stipend per month for service for that phone line plus benefits.
 - Work laptop provided
 - Professional development time as approved by the Board of Directors

LOCATION

The Executive Director will be expected to work in person 5 days per week from the CoastPride Center, which is located at 711 Main Street, Half Moon Bay, CA, 94019. The

CoastPride Center is wheelchair accessible and has an accessible, gender neutral bathroom.

HOURS

40 hours per week. CoastPride employees are generally expected to work between the hours of 10 am and 6 pm, although these hours can be modified, with the permission of the employee's supervisor, based on organization and personnel needs.

OTHER DUTIES

Please note this job description is not designed to serve as a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Duties, responsibilities, and activities may change at any time, with or without notice.

To apply, please send your cover letter and resume to lauren@coastpride.org.

This position is open until filled.

CoastPride is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender, genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people.