



Director Team – Development and Communications Job Description

SONG is a home for LGBTQ liberation across all lines of race, class, abilities, age, culture, gender, and sexuality in the South. We build, sustain, and connect a southern regional base of LGBTQ people in order to transform the region through strategic projects and campaigns developed in response to the current conditions in our communities. SONG builds this movement through leadership development, intersectional analysis, and organizing.

Position Summary:

SONG believes in a joint leadership model, where the overall management, oversight, and administration of the organization rests in a Director Team. The Director Team members are partners responsible for ensuring that the organization advances its mission while also maintaining its principles and integrity. They are responsible for financial soundness, programmatic strategies, infrastructure, and both internal and external communications. The Director Team is also responsible for developing annual work plans that advance the goals of the strategic plan, in partnership with staff and the Board of Directors.

Finance and Development

- Conceptualize and lead overall fundraising strategy to ensure the annual budget is raised; including foundation sources, members, major donors, and other grassroots income generation activities
- Serve as lead contact on development communications with foundation officers, donors, members, and stakeholders
- Research, write and manage regional, state and national grant writing submissions, implementation, and report compliance
- Review, evaluate, and adjust development plans quarterly
- Provide support to the Board of Directors as needed, including the creation of board development plans

Communications

- Serve as spokesperson to external audiences, including the media, stakeholders, and elected officials
- Maintain consistent documentation for internal and external communication about progress, opportunities, and connections
- Conceptualize, manage, and publish all aspects of the annual report including content development, editing, layout and distribution
- Maintain documentation, MOUs and periodic reports for all partnership efforts including regular updates



Administration, Program Management and Organizing

- Lead internal administrative, infrastructure, and operational systems
- Provide career development opportunities to staff and member leaders via staff meetings, political education, and program management
- Conduct annual staff evaluations and monitor related performance improvement plans
- Direct, support and guide staff in developing work plans for programs, infrastructure, communications, and fundraising work
- Author key internal documents including policies, procedures, leave behinds, etc.
- Develop and facilitate training sessions that provide foundational political education and organizing training for funding SONG's work
- Integrate and produce relevant and accessible analysis based on fundraising
- Initiate, develop, lead, and strengthen national and southern collaborative work
- Serve as liaison to the Board of Directors in support of organizational governance including the submission of monthly Board reports

Knowledge, Skills and Abilities

- Must have strong project management organizational skills, ability to work under pressure, ability to juggle several projects at once, and to meet deadlines
- Must be a positive "people person" with the ability to manage high-stress situations, and use conflict-resolution tactics to diffuse differences of perspective/opinion
- Must possess strong oral/written communication and interpersonal skills
- Must be self-confident, open minded, and accessible to both internal and external stakeholders
- Must possess an inquisitive and intuitive nature, and be a good listener, to understand external and internal community needs and actively engage these entities with communications department work
- Must possess strong facilitation skills
- Ability to work in communities of color in a deeply culturally proficient manner

Qualifications

- 5 consecutive years of non-profit experience in the South
- 3 years' experience in meeting fundraising goals
- 5-7 years non-profit management experience, including supervising staff
- A strong commitment to LGBTQ liberation, equality and justice required
- Willingness to travel up to 1-2 weeks per month (up to 50% of time)
- Must work and reside in the South



COMPENSATION:

The Director Team salary is \$60,000 a year with health benefits.

APPLICATION PROCESS:

Applications will be accepted until April 11, 2018. Telephone and walk-in inquiries are not permitted. Applicants should submit a cover letter, résumé, 1-page issue brief or writing sample on a current LGBTQAI issue, and 3 references by email to: SONG Director Team – Search Committee to: standlysolutions@att.net. Please place position title in the subject line of email or cover letter. **No telephone calls, please.**

Southerners On New Ground (SONG) is a 501(c)(3) public interest, charitable organization, and an equal opportunity/affirmative action employer who encourages employment of women, people of color, persons with disabilities, and lesbians, bisexual, transgender, gay men, and people who identify as gender non-confirming.