

## **PRIDE AT WORK, AFL-CIO**

### **EXECUTIVE DIRECTOR Job Description**

The Executive Director reports to the Executive Committee (EC) and the National Executive Board (NEB), and is responsible for the organization's consistent achievement of its mission and financial objectives. In program development and administration, the Executive Director will:

#### **Specific committee responsibilities:**

Assure that Pride At Work (P@W) has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.

Provide leadership in developing program, organizational and financial plans with the EC, NEB and staff, and carry out plans and policies authorized by the board.

Promote active and broad participation by volunteers in all areas of P@W's work.

Maintain official records and documents, and ensure compliance with federal, state and local regulations.

Maintain a working knowledge of significant developments and trends in organized labor and the LGBT community.

Oversee chapter & at large membership infrastructure & development.

#### **In communications, the Executive Director will:**

See that the EC and NEB are kept fully informed on the condition of the organization and all important factors influencing it.

Publicize the activities of P@W, its programs and goals.

Establish sound working relationships and cooperative arrangements with AFL-CIO Departments, Constituency Groups, international & local unions, P@W Chapters and LGBT and civil rights organizations. Represent the programs and point of view of P@W to agencies, organizations, and the general public.

#### **In relations with staff, the Executive Director will:**

Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.

Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.

Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of P@W.

Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people.

**In budget and finance, the Executive Director will:**

Be responsible for developing and maintaining sound financial practices.

Work with the staff, Finance Committee, and the EC in preparing a budget; see that the organization operates within budget guidelines.

Working with the EC and NEB, ensure that adequate funds are available to permit the organization to carry out its work.

Jointly, with the co-presidents, conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents.

**In fund development, the Executive Director will:**

Work closely with development director to maintain relationships with current foundation/corporate donors, and cultivate new relationships with potential foundation/corporate donors.

Work with EC and NEB to identify and solicit annual gifts from international unions, state federations, CLC's and union locals.

Identify, cultivate and solicit potential major donors.

Coordinate quarterly membership appeals.

**Qualifications:**

Extensive knowledge and experience working with organized labor and the LGBT communities.

Excellent public speaker

Excellent writer

Fund development experience, particularly with individual donor development

Experience in workshop/training development and facilitation

Experience working with electronic media

Experience in financial management

Experience in personnel management

Highly motivated self-starter with the ability to prioritize among complex tasks

**Benefits:**

Salary: DOE and 403b retirement paid at 10% of salary. Includes full health benefits, including paid domestic partner/family health benefits. Vacation and sick leave negotiable.

Send resume and cover letter via email only to: [jok@jokenny.com](mailto:jok@jokenny.com)

For more information call Jo Kenny at 408.234.2468

Pride At Work, AFL-CIO is an equal opportunity employer. Women, transgender people, and people of color are especially encouraged to apply.