Overview
Harvest Development Group, a national consulting firm for nonprofit organizations, is managing the recruitment of this position on behalf of Hartford Gay and Lesbian Health Collective (HGLHC) located in Hartford, CT.

No direct inquiries to HGLHC, members of their staff, or Board of Directors. All inquiries regarding the position may be directed to: jobs@harvestdevelopmentgrp.com.

This full-time position is located on site in Hartford, Connecticut. The salary for the position is $95,000-$110,000 commensurate with skills and experience. Benefits include:
Medical, Dental
PTO
Retirement Plan
Resumes with a cover letter may be submitted to: HGLHC Job Posting

A cover letter is required, not to exceed one page, highlighting relevant background, skills, and experiences.

About the Organization
Founded in 1983 by volunteer health professionals and supporters, and incorporated in 1986, the Hartford Gay & Lesbian Health Collective, Inc. (HGLHC), is an organization with eight full and three part-time staff and over 100 volunteers, a community helping a community, contributing thousands of hours annually in support of its mission.
HGLCH provides medical services, dental services, support groups, and health education tailored to the lesbian, gay, bisexual, transgender, and queer communities, serving clients of all genders and gender identities, sexual orientations, ages and ethnicities, and is an advocate for lesbian, gay, bisexual and transgender issues. The organization has a prominent presence in the community.

With the retirement of their Executive Director, HGLHC is seeking a new Executive Director. The ideal candidate, with five or more years of experience, is one with a Bachelor’s or Master’s Degree in Social Work, Public Health, Health, or related experience that aligns to the mission of the organization.

Experience including management and supervision, budget preparation and financial oversight, organizational management, community engagement and fund development, and grant management are key competencies required for the role.

**Attributes**
The successful candidate is one who:

- Conceptualizes, develops, and executes activities in support of the mission and strategic plan
- Demonstrates ability to work and collaborate with a diverse group of constituents
- Proactively identifies areas of opportunity and develops appropriate course of action
- Triage and delegates as appropriate; monitors progress and results
- Demonstrates accountability for self and the entire organization
- Bases decisions that support the mission and strategic plan
- Demonstrates and embraces the organization’s inclusive, diverse, and equitable community
- Oversees the planning and direction of the organization’s operations and programs
- Inspires and motivates internal and external stakeholders to support the mission, strategic plan, and goals
- Develops and builds collaborative partnerships
- Advocates with local and state leaders, partners, and constituencies on behalf of the organization and community served
- Exhibits exemplary leadership skills and leads by example with integrity and respect
- Serves as a role model for staff and the community
Requirements

Vision and Strategic Leadership

- Ensures the mission and vision are articulated and shared with a wide range of stakeholders
- Collaborates closely with the board and staff to continually refine and execute a vision and plan of action for increased impact, long term growth, and sustainability
- Develops the strategy and tactics for implementation
- Develops and monitors metrics aligned to the strategy and goals of the organization
- Communicates expectations with staff, establishing metrics and plans in support of the strategic plan
- Drives change through innovative thinking and collaboration
- Balances the oversight of the organization’s daily operations while responding and developing protocols related to emerging public health issues impacting the community
- Scans competitive landscape to differentiate the agency from other healthcare and advocacy organizations
- Evaluates the community’s needs and creates a business and staffing model to support and implement program expansion
- Examines current and emerging healthcare needs to anticipate and implement changes to meet the needs of the community

Organizational Management, Financial Management, Planning

- Possesses strong analytical skills and relies on data to make key decisions
- Oversees fiduciary responsibility for all aspects of the organization
- Conducts both short and long-term prioritization for the organization
- Leads and implements strategic planning processes
- Manages the monthly, quarterly, and annual budget and financial reports
- Monitors financial reporting including and not limited to cash flow and budget forecasting
- Monitors official records and documents to ensure compliance with federal, state, and local regulations
- Supports staff in navigating relationships with partners, funders, and state & local governments
- Carries out policies as set forth by the Board of Directors
- Oversees all aspects of Human Resource management
• Oversees all program and services offered by the organization, working with program managers to develop metrics and reporting requirements

**External Community Engagement and Fund Development**

• Maintains existing community partnerships and cultivates new relationships to further enhance the organization’s image and brand throughout the community
• Advocates with local and state government for legislation and policies that support the organization
• Oversees the development and implementation of a robust fund development plan
• Oversees and participates in the grant writing process and reporting outcomes
• Cultivates individual, corporate, and foundation donors
• Interacts and influences philanthropic leaders, public policy makers, and community partners and advocates
• Creates an atmosphere of respect
• Represents the organization externally

**Culture and Staff Relations**

• Inspires and motivates a highly skilled, diverse, and committed team
• Promotes a culture that attracts, retains, and motivates staff
• Recruits, supervises, mentors, and coaches both full and part time staff
• Collaborates with staff to solve problems, implement change, and create positive working environment
• Encourages staff development
• Ensures inclusive, transparent, and regular communications both internally and externally
• Conducts annual performance reviews for staff
• Exhibits effective leadership within a cross-functional team setting

**Collaboration with Board of Directors**

• Develops and presents recommendations for annual business plans and budgets
• Provides regular updates on operational, program, and financial performance and outcomes
• Works closely with the Board to ensure compliance with bylaws, policies, and directives
• Partners with the Board to continually strengthen governance practices and build a diverse Board of Directors
• Maintains a strategic partnership with the Board of Directors
• Negotiates contracts, develops programs, and acts on behalf of the agency according to the agency policies established by the Board of Directors

Requirements
• Minimum of a Bachelor’s Degree with work experience aligned to the requirements of the position
• Minimum five years of experience with demonstrated attributes required for the position
• Demonstrated experience and results in developing, implementing, and monitoring strategic, operational, financial, brand management, and fund development plans
• Substantive knowledge of the organization’s client base and stakeholders, and the issues relating to the LGBTQ+ community
• Demonstrated experience in building teams, creating coalitions with existing and new partnerships
• Excellent written and verbal communication and presentation skills
• Experience in building and fostering teams

Desired
• Degree in Social Work, Public Health, or related field
• Master’s Degree
• Financial and operational management in a public or nonprofit agency or program, and grant management
• Experience in the leadership and management of organizations of comparable size and mission
• Experience as a nonprofit leader, program director, or healthcare administration
• Experience in diversifying revenue and increasing philanthropic support

HGLHC is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex,
gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.

The successful candidate will be required to consent to a background check.