



Thrive Youth Center Executive Director Job Description

At Thrive Youth Center our goal is to create an equitable community where all LGBTQ+ young adults can flourish by providing homeless young adults with a safe and supportive environment to facilitate their empowerment toward transforming their lives.

The ideal candidate for this position can share their passion for LGBTQ+ transformation, development, community health and connect their professional and volunteer experiences to our mission. The candidate should have a deep understanding of LGBTQ+ homeless issues, community health casework, and grant writing. Women, people of color, LGBTQ+, and non-binary individuals are strongly encouraged to apply.

Job Title: Executive Director

Salary Range based on Experience: \$85,000 to \$100,000

Reports to: Board of Directors

Classification: Exempt

A Day in the Life as Executive Director

Be responsible for the day-to-day operations of the organization in collaboration with the leadership team. Have a pulse on the organization, prioritize relationships, and foster accountability.

Responsible for strategic planning to reflect the responsibility to socialize and gain support for the ongoing strategic vision in order to effectively implement steps at the appropriate time

Here's what you can expect to dig into in this exciting, hands-on role:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for Thrive Youth's operations, programs, expansion, and execution of its mission. Encourage a collaborative and accountable environment through open communication, building and maintaining positive relationships with colleagues and staff. Reviewing financial budgets and ensuring that spending remains within the annual operating budget.

Lead policy management, reviewing and revising existing policies to ensure everything is up to date, communicating new policies and procedures to employees, and monitoring policies for effectiveness, identifying opportunities for improvement along the way.

Leadership and Strategy

Exceptional ability to collaborate with those around you to achieve goals together.

Unmatched people skills – have outstanding interpersonal skills and find it easy to establish respectful, nurturing, and empowering relationships with others.

High energy, a can-do attitude, and fresh ideas that will advance our growth as an organization. Strong ability to think strategically, set priorities, and develop actionable plans to achieve goals.

Work creatively with the Board of Directors and staff in developing a strategic plan to guide the organization every three years

Regularly collaborate with the Board of Directors on Thrive Youth's financial, programmatic, and operational goals

Ensure that the programs and services offered by Thrive Youth Center contribute to the organization's mission and reflect the values of Thrive

Lead, coach, develop, and retain the Thrive executive leadership team

Oversee the efficient and effective day-to-day operations of the organization

Ensure effective systems to track progress and evaluate program components

Ensure ongoing programmatic excellence through rigorous program evaluation

Ensure consistent accuracy of the finances of Thrive Youth Center

Lead fundraising and development strategy and implementation for Thrive Youth Center. Comfortable in cultivating donor relationships, networking with donors and funders, and building non-profit partners.

Actively engage and energize Thrive Youth Center board members, committees, partnering organizations, and funders

Act as organizational spokesperson and represent Thrive Youth Center in collaborations and partnerships

Effectively communicate outcomes to the board, funders, and other stakeholders

Policy and Culture

Oversee recruiting, hiring, training/developing, recognizing, performance managing, and retention of competent staff to drive a high-performing team that is inspired to make a difference for the Mission of the organization.

Professional demeanor that allows effective management of confidential information and

situations. Ability to work cooperatively while fostering a climate of shared respect and collaboration.

Confident with multi-directional management, giving and receiving feedback in a constructive manner.

Determine staffing requirements to ensure effective operations and program delivery

Develop and maintain all policies, procedures, and practices, in accordance with Thrive's values and state and federal regulations

Establish and model a positive, healthy, and safe work environment in accordance with Thrive's values and all appropriate legislation and regulations.

Essential Qualifications

Education- Bachelor's degree in any discipline required. Ex. Nonprofit Management, Leadership, or equivalent experience.

Experience- 7 successful years in a senior non-profit leadership position with proven results; financial management, project management, public speaking, grant writing, fundraising, and reporting

Advanced knowledge of issues facing homeless LGBTQ+ youth

High-level strategic skills include ability to create a vision with a strategic plan and meet deliverables timely, handling ambiguous situations well, and making complex decisions in a timely manner.

High level of operational/tactical skills to include ability to make decisions timely and with proper problem-solving and analysis, prioritizing multiple competing priorities, and collaborating well with all key stakeholders, all while demonstrating agility.

High level of interpersonal skills to include ability to motivate others, effective communication, to include demonstrated public speaking ability and composure in all situations, ability to both recognize and hold others accountable, with a high degree of enthusiasm and energy. Must be able to conduct themselves in a professional and ethical manner that demonstrates respect for others at all times

Excellent communication skills (written and oral)

Strong organizational skills and attention to detail

Strong financial background and/or experience with budgeting, tracking, and reporting
Ability to successfully build and maintain working partnerships with staff, board, community

partners, and funders

Able to work on multiple projects and meet deadlines in an independent manner

Must have working knowledge of Microsoft Office Suite and be able to adapt to emerging technology

Able to work collaboratively with other staff members in a team environment

Physical Requirements

Able to lift 10-20 lbs. of files, reports, documents, or supplies

Able to bend at the waist, kneel or crouch as necessary to perform essential duties

Schedule: Monday-Friday with Weekend and after standard work day hours availability

Ability to commute/relocate: San Antonio, TX 78201: Reliably commute or planning to relocate before starting work (Required)

Why Thrive?

This wonderful opportunity offers the ability to make a significant impact in leading and growing an impactful nonprofit leading Thrive. This career opportunity offers a strong starting base salary and a team-oriented atmosphere that is both positive and rewarding.

If this sounds like what you're looking for in your next opportunity, we want to hear from you! Apply with your resume and cover letter today.

For immediate consideration please send your resume, cover letter, and salary requirements to Board President Stefanie Gaines via email to resume@thriveyouthcenter.org Attn: Stefanie Gaines, Board Chair using the subject title: "Thrive ORG ED SEARCH."

Review of applications, nominations, and expressions of interest will begin immediately and continue on a confidential basis until an appointment is made.

Thrive is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other protected class.