



Executive Director EqualityMaine

The board of directors of EqualityMaine (EQME) is conducting a search for a passionate and proven leader to serve as the organization's next executive director. EqualityMaine is the oldest and largest statewide organization dedicated to creating a fair and just society for lesbian, gay, bisexual, and transgender Mainers. Its mission is to secure full equality for lesbian, gay, bisexual, and transgender people in Maine through political action, community organizing, education, and collaboration. Headquartered in Portland, EQME is a 501(c)3 and 501(c)4 organization.

Organization Overview

First known as the Maine Lesbian/Gay Political Alliance (MLGPA), EqualityMaine was founded in response to the 1984 murder of Charlie Howard, a young Bangor man who was attacked and murdered because he was gay. In 1985, MLGPA completed a survey that measured the impact of violence and discrimination in the lives of LGBTQ+ Mainers. The results revealed the urgent need for non-discrimination protections, and MLGPA set to work.

In 1993, nearly ten years after Charlie Howard's death, the Maine Civil Rights Act was amended to include attacks on LGBT citizens under the state's definition of hate crimes. The enactment of Maine's non-discrimination law in 2005 was the culmination of efforts by MLGPA, its coalition partners, fair-minded legislators and thousands of volunteers who contributed time, energy and resources to the campaign. Years of hard work paid off when, in an overwhelming majority, Maine voters struck down a referendum that sought to overturn this law.

On November 8, 2005, Maine became the 16th state to protect LGBTQ+ people from discrimination based on sexual orientation or gender identity and expression in employment, housing, education, credit and public accommodations. Maine is the sixth state whose law includes gender identity and expression.

While non-discrimination legislation and hate crimes protections were early and important goals, EqualityMaine – the name MLGPA adopted in 2004 – has worked on a number of other fronts statewide and nationally, including policymaking, education and outreach.

EqualityMaine's educational programs and outreach efforts are currently focused on improving the climate for LGBTQ+ youth through its Safe Schools initiatives; providing opportunities for leadership development; and increasing awareness around LGBTQ+ issues, especially related to the Trans community, by providing cultural competency trainings and consulting with organizations about policies and best practices. Additionally, SAGE Maine is a program of EqualityMaine and an affiliate of SAGE USA, whose primary focus is to support and advocate on behalf of the older LGBTQ+ adults in our community.

Today, EqualityMaine has annual revenue of approximately \$600,000, several full-time staff, hundreds of volunteers, and a membership that spans the state and includes high school students to great-grandparents.

More information about EqualityMaine can be found at <https://www.equalitymaine.org/>.

Role and Responsibilities

The executive director is the leader, spokesperson and public face of EqualityMaine. This impactful, leadership position oversees the organization's financial health and development, staff recruitment, engagement and development, administration, programs, and strategic plan with integrity and passion. By positioning Maine as the leader in LGBTQ+ equality, EQME will inspire a nation. This individual reports to the board of directors.

Specific responsibilities include but are not limited to:

Leadership and Board Relations

- Demonstrating passion for the mission by identifying opportunities to clearly articulate EQME's vision, strategy and goals to staff members, stakeholders and the public; inspiring and motivating others to support growth, both in funding, constituent development engagement and procurement of other resources
- Leading a team of competent professionals, with ultimate responsibility for fundraising, programming, and advocacy; identifying audiences and channels and activating frequent communication across all constituencies
- Demonstrating a high level of partnership and collaboration and the capacity for coalition-building across various local, state and national constituencies to identify alignments, needs, trends, collaborations and other opportunities
- Anticipating, identifying, and articulating opportunities, risks, and threats; and serving as a thought partner and advisor to the board of directors
- Creating an inspiring shared vision for systemic change and the protection of rights and responsibilities of LGBTQ+ people, boldly putting Maine on the map as the leader in promoting LGBTQ+ equality
- Communicating effectively with the board of directors and providing timely and accurate information necessary for the board to support and guide the organization and make informed decisions
- Sharing prospective opportunities and trends for LGBTQ+ equality to address future needs proactively
- Providing regular, timely reports to the board of directors on all relevant matters, including political activity, current events, progress toward strategic goals, and financial standing
- Professionally managing conflict to support differing views and healthy discussions about strategy and direction
- Evaluating the organizational model to maximize efficiency and effectiveness for both the short and long term, guarding against mission creep
- Exemplifying EQME's mission, vision, and values

Staff Support and Development

- Supporting, engaging and developing a staff that will work collaboratively to advance shared visions and goals
- Constantly evaluating the alignment of organizational needs and staff resources, and maintaining an operational structure that best aligns strengths and opportunities
- Fostering a collaborative culture of inclusivity and respect
- Promoting creative problem solving, resulting in innovative solutions
- Using thoughtful, timely feedback to motivate staff, actively recognizing staff achievements in meaningful ways
- Identifying individual and collective strengths and areas needing development, actively creating opportunities to apply strengths and develop competencies through experience and external professional development
- Maintaining thorough, specific, and current job descriptions for each staff member
- Ensuring compliance with all labor laws

Financial Management

- Ensuring the robust fiscal health of organization by
 - Collaborating with the development director on short- and long-term plans for meeting and exceeding financial and development goals consistent with a highly functioning nonprofit organization; actively participating in nurturing sustainable donor relationships
 - Regularly reviewing and reporting on finances, including budgets, cash flow, income statements, balance statements and statements of functional expenses; ensuring that the proposed annual budget and monthly financial statements accurately reflect the financial condition of EQME
 - Creating and adhering to financial controls, managing human and organizational resources to maximize productivity
 - Overseeing financial audits to ensure accuracy and compliance
 - Executing EQME's reporting and other obligations pursuant to election and campaign finance laws and ensuring all obligations are met

Community Relations and Advocacy

- Establishing and maintaining an engaged and visible position in the community, a trusted thought leader for LGBTQ+ education, advocacy, support, empowerment, and information
- Leading and supporting EQME's program director, ensuring ongoing programmatic excellence and rigorous program evaluation to advance our mission
 - Collaborating to ensure programming supports current needs and systemic change
 - Introducing new ideas and approaches to ensure LGBTQ+ people and their families have full equality in the hearts and minds of Mainers and Maine laws
- Serving as EQME's primary and most dynamic spokesperson to our constituents, the media and public
- Cultivating and maintaining trusting relationships in the LGBTQ+ sector, and with peers, donors, equality foundations and associations, the media, and within EQME
- Demonstrating transparency with coalition work
- Deepening and refining all aspects of marketing and communications in a unified voice, from web presence to external relations, to continuously strengthen EQME's image and impact

Qualifications

A broad set of skills and abilities is required to leverage EqualityMaine's strengths and deepen its impact moving forward. The board expects that the successful candidate will bring to the role:

- Bachelor's degree
- Five or more years senior nonprofit management experience
- Familiarity with Maine, and experience working with urban and rural communities
- Experience and skill working with a board of directors
- Demonstrated support for LGBTQ+ equality
- Ability to envision and convey EQME's strategic future to diverse stakeholders
- Demonstrated ability to direct, collaborate with and support staff

- Strong written and oral communication skills, and the ability to listen actively and embrace diverse viewpoints
- Experience speaking in front of groups to inform and build engagement
- Previous success establishing relationships with individuals and organizations of influence including funders, partner agencies, volunteers, and the media
- Strong financial management skills, including budget preparation, analysis, decision-making and reporting
- A history of successfully generating new revenue streams and improving financial results
- Proven fundraising experience, excellent donor relations skills, and understanding of the philanthropic community
- Solid organizational abilities including planning, delegating, program development and task facilitation
- Experience with legislative policy change
- Experience ensuring legal compliance required in running a non-profit

Previous work in the field of social justice would also be an asset.

Compensation

EqualityMaine's executive director will earn a comprehensive benefits package and competitive salary commensurate with experience. The successful candidate can expect a formal review after the initial six months, as well as an annual review thereafter.

Nondiscrimination

EqualityMaine does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability or handicap (mental or physical), sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristics in admission or participation in its programs, services and activities, or in employment. EQME complies with all applicable national, state and local laws pertaining to nondiscrimination and equal opportunity.

To apply

Interested candidates should send a cover letter and resume to Starboard Leadership Consulting at the following address: search1@starboardleadership.com.

Paper copies may be sent to Jessica Weiner, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but electronic submissions of material are preferred. No phone inquiries, please. The application deadline is March 14, 2022, and review of all submissions will begin on that date.