



About the Executive Director Opportunity

ALMA Chicago has proudly served as Illinois' leading Latinx LGBTQ organization for nearly 33 years. With core activities focused around advocacy, leadership and pride, ALMA has played an integral role in advancing equity, visibility, and opportunity for the Latinx LGBTQ community. ALMA is a primarily volunteer-led organization with board members historically carrying out all operational duties. In an effort to grow the organization and move to a governing board format, the organization seeks a dedicated, visionary leader to ensure strategic coordination, collaboration, and program development. The Executive Director will report to the Board of Directors and will be responsible for the organization's consistent achievement of strategic goals, financial objectives, and successful operations. They will foster collaborative partnerships with board members, volunteers, key partner organizations, community leaders, and staff to grow the mission and expand ALMA's reach and impact.

Organizational Overview

ALMA's mission is to fight for the rights of the Latino Lesbian, Gay, Bisexual, Transgender, Queer and Questioning community by advocating for fairness and equality, and affirming Latino LGBTQ culture.

Our history: The Association of Latino Men for Action (ALMA) was founded in Chicago in 1989 (during the AIDS epidemic) to meet the needs of and provide a culturally competent environment for gay, bisexual, queer, and questioning Latino men. ALMA focused on building community strength and capacity through engagement and policy change, and by leading initiatives around health, immigration, family acceptance, visibility, and pride. In 2012, ALMA formally changed its name to the Association of Latinas/os/x Motivating Action and revised its mission to promote inclusivity and serve the broader lesbian, gay, bisexual, queer, transgender, and gender nonconforming Latinx community. ALMA has been widely lauded for playing an imperative role in the passage of marriage equality in Illinois, leading the effort to secure key support among Latinx legislators. ALMA is an inductee of the Chicago Gay, Lesbian, Bisexual and Transgender Hall of Fame and is recognized as one of the longest-serving Latinx LGBTQ organizations in the U.S.

Our Pillars (Guiding Principles): ALMA's core activities are focused around three pillars: **Advocacy, Leadership and Pride.** Our advocacy efforts are centered around equality and fairness for the Latinx LGBTQ community, inclusive of immigrants and undocumented individuals. Our leadership efforts are centered around providing opportunities, mentorship, and visibility to members of the Latinx LGBTQ community, including youth and young adults. And our pride efforts are centered around creating spaces to celebrate and affirm Latinx LGBTQ culture, history, and leaders.

Primary Duties & Responsibilities:

The Executive Director provides leadership and oversight on programmatic strategies, budgeting, fundraising and development, community engagement, marketing, and promotion to reach the Latinx LGBTQ community. The successful candidate will:

- Be a motivated self-starter who can demonstrate a deep understanding of and connection to the Latinx LGBTQ community;
- Possess strong fundraising skills and program management experience in the social/public sector;
- Promote a culture of collaboration, equity, and inclusion;
- Keep current about social issues and governmental policies impacting the Latinx LGBTQ community to serve as a conduit of information to the board, staff, volunteers, stakeholders and community at large; and,
- Have a proven track record of fostering effective collaboration with partner organizations.

Leadership, Partnerships & Board Relations: The Executive Director works with the Board of Directors to fulfill the organization's mission. The successful candidate will:

- Foster an organizational culture that supports and guides ALMA's mission, vision, and strategic direction.
- Communicate effectively with the board by providing timely and accurate information to support informed decision-making.
- Oversee the development and management of policy, programming, budgets, and financial forecasting.
- Partner with board members to create and implement annual strategic priorities.
- Work closely with the board to review relevant issues and public policy analyses and contribute to writing/editing statements to advance ALMA's advocacy agenda.
- Establish a data monitoring system to track volunteers and funding partners.
- Build, manage, and strengthen relationships with key stakeholders across the city and state, including volunteers, foundations, partner organizations, elected officials, and community members.

Financial & Resource Management: The Executive Director maintains the financial integrity and viability of the organization. The successful candidate will:

- Monitor the organizational expenses and revenues including reviewing and monitoring funding contracts and agreements.
- Identify, cultivate, solicit and steward individual, foundation and corporate donors to generate fundraising revenue
- Provide financial reports to the board monthly along with quarterly budget projections to assure sound management of all aspects of the organization's finances.
- Assure the timely submission of proposals and reports to funders.
- Engage in the hiring process and provide supervision to program staff and consultants.
- Manage and support ALMA volunteers.
- Ensure that operational practices are strengthened and maintained (employee, finance, development).
- Steward the development of the ALMA infrastructure and strategic plan.

Marketing, Communications, and Public Relations: The Executive Director builds awareness of ALMA and its work through consistent public outreach, presence, and digital platforms. The successful candidate will:

- Create and implement an annual marketing/communications plan to maximize the organization's visibility, outreach and communication to constituents.
- Oversee the dissemination of messaging to maintain an external digital footprint.
- Assure that the ALMA website and resources are consistently updated and maintained to create a dynamic communication platform.
- Engage in networking, coordinating, and promoting ALMA activities with other organizations, interested parties, and partners.
- Serve as a key face of the organization, regularly engaging in opportunities to communicate with donors, volunteers, and community members.
- Identify and carry out media and communications opportunities to promote events, announce accomplishments and build timely public awareness of key policies and current issues impacting the Latinx LGBTQ community.
- Represent and promote ALMA at selected forums, conferences, and meetings, etc.

Essential Qualifications:

- Must be comfortable working with diverse members of the LGBTQ community.
- At least 5 years of experience managing projects and/or people.
- Knowledge and experience of standard fundraising techniques including prospect cultivation, grant writing, special events, and individual giving.
- Previous work with legislators, public officials, and/or advocacy groups.
- Must be fluent in all Microsoft Office Suite programs and utilities.
- Must be willing to work evenings and/or weekends as needed.
- Must own a motor vehicle and have a driver's license and/or be comfortable using public transportation for travel across the city and occasionally statewide.
- Must demonstrate strong written and verbal communication ability in both English and Spanish.
- A Bachelor's degree or commensurate experience is required.

Compensation & Benefits:

ALMA offers a competitive salary commensurate with experience, flexible scheduling, remote work, healthcare stipend, and travel stipend. This is a contractual position with the possibility of becoming permanent.

How to Apply:

Applicants should email a cover letter and resume in PDF format to president@almachicago.org with the subject line "**ALMA Chicago - Executive Director Search**." Cover letters will be evaluated as a writing sample. Note that due to the number of applications we receive, we will only respond to those applicants whom we would like to invite to interview for the position. For best consideration, applications should be received by **March 15, 2022**. Applications will be accepted until the position is filled.