

LGBTQ+ CENTER



LAKE COUNTY

Position: Program Manager

Reports to: Chair of the Board of Directors

Job Summary:

The LGBTQ+ Center of Lake County seeks a part time (no more than 30 hours/week) Program Manager to execute its day to day operations and implement its programmatic vision. With the right candidate, this position can develop to a full time position.

The Program Manager shall manage, direct, and implement all operations strategies and objectives to assure the accomplishment of The Center's mission; will also focus on managing change and growth including the ongoing service delivery, its value and appropriateness, fiscal implications, and personnel concerns.

Essential Functions Include:

Client Programming

- Implement programs in line with the Center's mission and strategic direction as outlined by the Board
- Conduct outreach to expand client programming base

Major Events

- Assist Board of Directors with major donor stewardship events throughout the year
- Coordinate planning for all major events including Pride Fest

General Operations

- The Program Manager will have responsibilities for budgeting, staffing, and managing day-to-day operations.
- Works with the Board Secretary to develop Board Meeting packets.

Education and Outreach

- Conduct SafeZone training to interested parties (corporate, educational, civic, non-profits, gov organizations)

- Identify and establish working relationships with relevant local and regional stakeholders to provide resources and added programming opportunities to the Center's client base
- Assist in advocacy efforts as directed by the Board of Directors
- Represent the Center in stakeholder meetings locally and regionally

Donor Development

- Enhance funding models, identify new sources of funding, and develop sustainable and effective grants programs.
- Re-enforce relationships with donors, ensure that grant programs operate efficiently and keep the organization fiscally sound in conjunction with Board of Directors

Grant Development

- Plan and execute the grant-making process by working with the Board to work within the annual budget.
- Research funding opportunities, manage documents and deadlines and track grantee results.
- Oversee overall grant efforts, documenting payments and expenditure.
- Ensure compliance with grant regulations.
- Write and review grant proposals
- Manage grant databases
- Engage with donor agencies
- Prepare financial reports in conjunction with Board Treasurer

Volunteer Development

- Develop and maintain volunteers for Center related activities, as needed (Families BBQ, PrideFest, etc.)

Qualifications:

- Self-Starter: Comfortable prioritizing tasks in a resource constrained environment. A flexible problem solver, good at striking the balance between innovation and continuity, deliberation and action, independence and collaboration.
- Cultural competencies: The Program Manager must be a culturally competent leader -eager to learn, open to diversity, a good listener, and capable of working well with people from different backgrounds and identities.

- Strong communicator: The Program Manager will represent LGBTQ+ Center Lake County in many different settings. He or she must be able to listen well and hone in on what is important, as well as to succinctly, articulately and compellingly present the mission and vision. The Program Manager should be a clear writer and a comfortable public speaker.
- Experience with and knowledge of gay, lesbian, bisexual, and transgender issues
- Non-profit and or/public sector experience a plus
- Some experience with boards of directors, volunteers, and donors
- Must be detail-oriented and committed to accurate record-keeping
- Some grant writing experience
- Proficient in Google applications

To apply:

Submit resume, cover letter and three references to info@lgbtqlc.com. Compensation is commensurate with experience.

Equal Opportunity Employer: LGBTQ+ Center of Lake County will hire the most qualified candidates without regard to any person's race, color, sex, sexual orientation, gender identity, gender expression, age, religion, disability, neurodiversity, national origin, ancestry, genetic information, marital status, parental status, pregnancy, military discharge status, veteran status or source of income and citizenship.