



## Position Description: Executive Director of Contra Costa County

<https://www.rainbowcc.org/>

**Reports To:** Board of Directors **Payroll Type:** Exempt

**Work Status:** Full Time, Permanent

**Salary:** \$90,000

**Department:** Executive

**Location:** Hybrid, in person at 2380 Salvio Street, Ste. 301, Concord, CA, 94520

**Benefits:** Regular full-time employees receive sick time and paid time

off (PTO) accrual and usage, 14 single prorated paid holidays and 3

prorated Floating Holidays annually in addition to December 25

through January 1, when the organization is closed. Rainbow pays 75%

of Kaiser health insurance premium and the full premium for vision,

dental, and short-term life through Principal.

**Supervisory:** Leadership Team of 2 Directors

**Initiated/Updated:** March 4, 2024/ April 15, 2024

**Regular Hours:** 40 Hours

**Schedule:** Flexible, may work evenings and weekends

**Position Available:** July 1, 2024

**Union:** Rainbow is part of Teamsters 856 of which this

position is not a part of the bargaining unit and guaranteed

by the National Labor Relations Act

### **ORGANIZATIONAL HISTORY**

The Rainbow Community Center of Contra Costa County (Rainbow) was founded in 1995 to serve the well-being of the LGBTQIA+ Community in Contra Costa County. Founders wanted to develop programs to reduce isolation of LGBTQIA+ people and provide a space for community development. Rainbow continues to provide a safe and welcoming place building community among LGBTQIA+ persons and our allies through social programs, support groups, clinical services, training, special events, and emergency programs.

### **MISSION**

Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQIA+) people & our allies.

### **ORGANIZATIONAL OVERVIEW**

Rainbow Community Center is a "one stop shop" organization as the only LGBTQIA+ service provider within Contra Costa County and based in Concord, CA. Among our many services and offerings are:

- Robust training and professional development for schools, companies and other entities, including our signature SOGIE training (sexual orientation, gender identity and expression)
- HIV, STI and Mpox free and confidential resources, services and support
- Social and support groups and other community events and offerings for youth, adults and seniors ○ We have a new LGBTQIA+ Summer Camp, Camp FIERCE, for rising 3rd-9th graders!
- Clinical mental health services with therapists who are all queer, gender non conforming and/or trans. We also host a clinical training program with Clinical interns and supervision for Clinicians from Licensed Clinicians. ● Houseless youth services including:
  - HYTP, our direct services and case management for LGBTQIA+ youth ages 12-24
  - HETAC, our Technical Assistance program which provides training and thought leadership on how to

## **VISION**

Rainbow envisions a society that advocates for and celebrates gender and sexual diversity, racial justice, safety, and liberation for all through healing centered engagement.

Rainbow builds community, equity, and well-being among Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQIA+) people & our allies through social opportunities, health & wellness services, and awareness programs.

Rainbow transcends its vision from inclusive to expansive\*, as we will be able to represent by centering and reaching a wider scope of Marginalized LGBTQIA+ and Intersectional Identities more effectively.

### **Historically Marginalized and Intersectional LGBTQIA+ Identities encompass:**

- Transgender and Gender Non-conforming ● Black, ● Youth
- Indigenous and People of Color ● Women ● Immigrants
- Neurodiversity & Mental Health Abilities ● Physical ● Interfaith
- Abilities ● Familial Composition ● Class/Socioeconomic Status
- Body Diversity
- HIV Status
- Elders

*\*'inclusive' with its implied power differential, whereas 'expansive' refers to centering power with marginalized people*

## **VALUES**

**Authenticity.** We are legitimate and true, able to express hope, pride, joy, love, compassion, and support with one another and ourselves.

**Bravery.** We cultivate emotional strength building spaces for ourselves and one another that inform and redefine safety.

**Education.** We teach in welcoming, dynamic, fluid, open-hearted, and impactful ways demonstrating we are always learning.

**Healing.** We believe in holistic, restorative, and transformational approaches and processes.

**Liberation.** We are committed to racial and economic justice through the work of solidarity, positive representation, equity, and advocacy, to achieve freedom of limits.

## **ORGANIZATION CULTURE**

Our services are based upon a three-tier model of interventions that are designed to reduce isolation, identify individuals in need of direct support, and increase resiliency of our community members – all while building skills needed to cope with the impact of living in a heteronormative and often rejecting dominant culture. Our work is also grounded within a vision of creating a society that embraces acceptance for people of all sexual orientations and gender identities and expressions. We are dedicated to the development of Rainbow as a learning organization where board, staff, volunteers, and those we serve can join in co-creation of a culture that truly demonstrates the expression of our mission to build community and promote well-being. We are committed to learning together, sharing our knowledge, empowering each other, and creating an organization that supports the development of compassionate, reflective, talented, innovative, and dedicated employees, interns, and volunteers.

## **POSITION SUMMARY**

Rainbow is looking for a strategic and relational executive director with a strong development and fundraising background, who will lead Rainbow into its new era of service delivery, training, and multiple diverse programs. This position will supervise a team of two program directors and a total of 13-15 program staff to accomplish our values-driven mission. Rainbow Community Center currently has a \$1.8 million operating budget.

## **POSITION RESPONSIBILITIES**

### **Leadership, Board and Community Relations**

- Be the organization's primary point of contact with the Board of Directors.
- Represent Rainbow to the surrounding community with a focus on networking and community building in Contra Costa County.
- Play a pivotal role as a key public liaison within the LGBTQIA+ community and represent Rainbow. ● Utilize strong public speaking skills and a deep, ever evolving understanding of the issues and current events within the broader LGBTQIA+ landscape, to respond to and initiate opportunities for media engagement and thought leadership. ● In collaboration with the Board, lead the implementation of Rainbow's Strategic Plan including but not limited to developing strategic, collaborative partnerships with local organizations, driving the agency toward greater diversified funding, and serving our

most marginalized members of the LGBTIA+ community.

- Serve as an ex-officio member of the Board of Directors and of the finance, strategy, and development committees. ● Ensure the Board remains productive and efficient, oversee administrative work related to ongoing Board activities and Board meetings, and develop monthly reports in collaboration with senior staff.
- Meet weekly with the Board President to clarify priorities, make key strategic decisions, plan for and follow up from monthly Board meetings.

### **Development & Communications**

- Function as the person primarily responsible for ensuring Rainbow's fiscal health and fundraising efforts. ● Significantly contribute to and lead efforts to diversify Rainbow's revenue base, including in donor and funder cultivation (particularly major gifts and foundation cultivation).
- Be responsible for formulating and overseeing implementation of an annual development plan, and leading and participating in key fundraising, communications and marketing activities in order to meet contributed revenue goals.
- Work to maintain government contracts and hold key relationships with key personnel within grantor agencies. Upon achieving diversified funding for the organization and when aligned with strategic planning, grow government contracts relating to mental health and/or other appropriate programs.
- Supervise the grant proposal process and reports for foundation, corporate and government fundraising and grant management, in collaboration with the Director of Development and grants contractors.
- Ensure smooth department operations including overseeing staff and workflows, including support in data development. ● Ensure clear communication within and outside of the organization balancing honesty, transparency, and confidentiality, especially in matters that directly affect Rainbow's clients, staff, and board members.

### **Organizational Operations: Programs, Administration, Human Resources, Finance**

- Lead with a social justice lens and prioritize a workplace culture of inclusiveness, respect, and diversity. ● Collaboratively work alongside staff to design policies, procedures, and wellness-centered best practices to increase staff retention and sustainability.
- Support the empowerment and growth of staff through leadership development, community building, staff engagement, skill building and coaching.
- Oversee all internal operations, ensuring Rainbow continues to run smoothly, programs remain strong, and that staff and volunteers have what they need to accomplish our mission utilizing our values.
- Lead Rainbow's staff, volunteers and community members.
- Work collaboratively and independently to apply for grants and funding opportunities as well as complete grant reports. ● Lead and organize fundraisers with staff, the Board, volunteers and community members and partners. ● Oversee and guide Rainbow's organizational culture, policies and procedures, and support some essential internal Human Resources functions, including but not limited to: receiving staff feedback, responding to employee grievances, reviewing and granting leaves and/or work accommodations, recognizing promotions, and conducting any necessary terminations. ● Partner with accounting to oversee all budgeting, finance management, and employee payroll.
- Regularly evaluate the organizational structure to ensure efficiency and effectiveness.
- Oversee investment in inventorying, improving and implementing better data collection, analysis and reporting practices, including with Simple Practice, our therapy portal, as well as Salesforce, our primary data tool.
- Cultivate a team-based environment by actively engaging and energizing Rainbow's employees, volunteers, board members, committees, participants, and funders.
- Manage HR, hiring, offboarding, and health benefits, dental & vision & term life.
- Manage office, order office supplies, inventory office supplies and clean the center.
- Manage and handle all of Rainbow's government and non-government accounts, such as IRS, EDD, State Fund Workers' Compensation, non-profit insurance policies, State of California, PR&E, Comcast, and so on.

### **Additional Functions**

- Comply with security, safety and health standards in the workplace, virtual and physical.
- Work effectively with a diverse and intersectional colleague, client, network partners, and community population. ● Establish and maintain purposeful, clear, and respectful working relationships and be a part of an organizational team that includes clinicians, administrative staff, program staff, and our board of directors.
- General program management, evaluation, data and adjustments with data and systems protocol. ● Regularly maintain the webpage and send out monthly newsletters/eblast.

## **QUALIFICATIONS**

### **Non-Negotiable, Must-Have Qualifications**

1. An MBA or MPA degree or equivalent work experience in leadership.
2. 2-5+ years of management experience; excellence in collaborative, organizational management ●

Experience with fiscal year budgeting and financing

- Flexibility working with and managing multiple leadership styles.
- Experience and knowledge managing a diverse program portfolio with wrap-around services.
- Experience with crisis management, de-escalation and mediation techniques both internally and externally. ● Assertive, kind and clear communication skills, excellent interpersonal relationships, effective stakeholder management. ● Passion and experience in co-creating an affirming organizational culture.

### **3. 2-5+ Years of Experience in Non-Profit Financial Management and Fundraising**

- Experience and knowledge of non-profit financial planning and drafting of organizational budgets to ensure fiscal sustainability and growth of the organization.
- Proven record of non-profit fundraising, grant writing, and donor development to raise contributed revenue from individual, foundation, and corporate donors.
- Demonstrated history of non-profit fundraising such as: event planning and execution, grant writing and/or management, and/or major gifts solicitation.
- Experience and comfort with public speaking, including the proven ability to navigate anything from community events to TV appearances to effective written communications such as quotes or articles with print newsmedia. **4. Demonstrated Commitment to Rainbow Mission, Vision, and Values**

### **4. Demonstrated Commitment to Rainbow Mission, Vision, and Values**

- 3+ years of leadership experience and demonstrated commitment in serving diverse and intersectional communities, inclusive of intersectional LGBTQIA+ communities.
- Leadership experience working in a diverse workplace to ensure respect of Rainbow culture and growth.

### **Preferred Qualifications**

- MBA or MPA degree or equivalent work experience in leadership at nonprofit organizations.
- 3+ Years Management Experience in Executive leadership roles.
- 5+ Years of experience in financial management and fundraising, securing four to five figure gifts from individuals, and five to six figure donations and grants from companies and foundations.
- 3+ Years of budgeting and finance experience.
- Experience in non-profit specifically supporting diverse, LGBTQIA communities.
- Experience and knowledge of relationship building to form strategic partnerships that align with Rainbow's mission, vision, and values.
- Experience and knowledge of wrap-around services, including clinical mental health and case management, youth and seniors, HIV prevention and education, LGBTQIA+ training, youth housing, and volunteer management. ● Bilingual in Spanish and English.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to represent an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

### **HOW TO APPLY**

To be considered for this position, please submit a cover letter and resume to John Paschal at [john@motusrecruiting.com](mailto:john@motusrecruiting.com) and Christina Rentas at [Christina@motusrecruiting.com](mailto:Christina@motusrecruiting.com) with the subject line: **"RCC ED Application"**. In your cover letter, please speak to and outline all specific experiences within each of the four parts of this role. Please, no phone calls. Only applicants meeting all of the minimum qualifications may be invited for a virtual interview.

### **EQUAL OPPORTUNITY**

Rainbow provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, sex, sex stereotype, gender identity, gender expression, transgender identity (including whether or not you are transitioning or have transitioned), sexual orientation, national origin, ancestry, physical or mental ability, medical condition, genetic information or characteristics, marital status, domestic partner status, age, military or veteran status and any other basis protected by federal, state or local law, ordinance or regulation.

Rainbow is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in organization operations and prohibits unlawful discrimination by any employee of the organization, including supervisors and coworkers.

*Rainbow believes that one of the significant areas our values are established and communicated are within our hiring practices. We look to elevate and create opportunities for the most marginalized people in our society — namely Black Indigenous People of Color (BIPOC), POC, LGBTQIA+ people, and all women. We believe that these communities must be centered in the work we do. Hence, **we strongly encourage applications from people with these identities or who are members of intersectional, marginalized communities.** This is one expression and enactment as to how we transcend our lens from inclusive to expansive.*

## RAINBOW'S MANAGEMENT APPROACHES

- **ACEs Aware:** <https://www.acesaware.org/ace-fundamentals/>
- **Asset & Strength-based Practice** <https://positivepsychology.com/strengths-based-interventions/>
- **Cultural Humility:** <https://hogg.utexas.edu/3-things-to-know-cultural-humility>
- **Depth of Knowledge & Bloom's Taxonomy**  
<https://www.synergiseducation.com/blooms-taxonomy-and-webbs-depth-of-knowledge/>
- **Embracement of LGBTQIA+ Cultures (SOGIE Handbook as one reference example)** [https://www.health.ny.gov/prevention/sexual\\_violence/docs/sogie\\_handbook.pdf](https://www.health.ny.gov/prevention/sexual_violence/docs/sogie_handbook.pdf)
- **Emergent Strategy** <https://fortelabs.co/blog/emergent-strategy-organizing-for-social-justice/>
- **Expansive Practices (pp 25-33)** [https://www.health.ny.gov/prevention/sexual\\_violence/docs/sogie\\_handbook.pdf](https://www.health.ny.gov/prevention/sexual_violence/docs/sogie_handbook.pdf)
- **Growth Mindset** <https://www.mindsetworks.com/science/>
- **Human Centered Design Process**  
<https://www.usertesting.com/blog/how-ideo-uses-customer-insights-to-design-innovative-products-users-love>
- **Positive Youth Development (PYD) Framework (universal application though focused on youth)** <https://www.youthpower.org/positive-youth-development-pyd-framework>
- **Restorative Practice (partnered with Collective Healing and Transformation-CHAT)**  
[http://64.166.146.245/docs/2021/MXCAB/20210717\\_1852/46141\\_The%20CHAT%20Project\\_Measure%20X\\_FINAL\\_7-2-21.pdf](http://64.166.146.245/docs/2021/MXCAB/20210717_1852/46141_The%20CHAT%20Project_Measure%20X_FINAL_7-2-21.pdf)
- **Search Institute's Developmental Assets Framework (universal assets though focused on youth)**  
<https://www.search-institute.org/our-research/development-assets/developmental-assets-framework/>
- **Social and Emotional Learning (SEL)** <https://www.instituteforsel.net/approach>
- **Trauma-Informed & Healing Centered Approach** [https://www.cdc.gov/cpr/infographics/6\\_principles\\_trauma\\_info.htm](https://www.cdc.gov/cpr/infographics/6_principles_trauma_info.htm)