



**OUT MetroWest Job Posting  
EXECUTIVE DIRECTOR  
Full-Time Position**

**Contact:** Tavi González (he/him/él), Board Chair

**Email:** [octavio.gonzalez@outmetrowest.org](mailto:octavio.gonzalez@outmetrowest.org)

**Website:** [www.outmetrowest.org](http://www.outmetrowest.org)

**Facebook and Instagram:** @outmetrowest

**Mission:** OUT MetroWest builds communities where LGBTQ+ youth thrive.

**Organization Values:**

- Affirming LGBTQ+ identities through positive role modeling.
- Challenging ableism, classism, misogyny, racism, and other systems of oppression.
- Creating supportive spaces where LGBTQ+ youth can be themselves.
- Respecting, embracing, and celebrating diversity.
- Treating people with care and compassion.

**Position Details:**

OUT MetroWest builds communities where LGBTQ+ youth thrive. We do this by offering social, educational, and wellness programs for LGBTQ+ youth and their families. With our offices and youth center located in downtown Framingham, OUT MetroWest serves about three dozen towns across the MetroWest region. OUT MetroWest began to operate youth programs in 2011 and became an independent not-for-profit 501(c)3 organization in 2014. Our FY23 Annual Budget is \$585,000 (anticipated FY24 budget in excess of \$625,000, with existing FY24 fundraising plan).

OUT MetroWest has four (4) full-time staff, two part-time staff (15-20 hours), and a team of eight part-time adult advisors who work approximately three to 15 hours/month, co-facilitating our youth programs. OUT MetroWest currently serves approximately 300 LGBTQ+ young people (from elementary to age 29) each year through our regular and special programming. We also offer educational workshops for local businesses, municipalities, other non-profits, and faith-based organizations looking to be more inclusive of and welcoming to the LGBTQ+ community.

The ideal candidate for Executive Director is a nonprofit leader who is motivated by our important mission, and who can manage multiple leadership and administrative tasks, raise funds, and motivate others with enthusiasm, humor, compassion, and confidence.

Reporting to the Board of Directors, the Executive Director will have responsibility for OUT MetroWest's staff, programs, fundraising, operations, and execution of its mission. Knowledge of and engagement with the LGBTQ+ community, nonprofit experience in a senior leadership role, complex project management, budget planning and fiscal management, successful fundraising, and dynamic outreach experience are desired.

The Executive Director will work with the Board and OUT MetroWest staff to ensure that the mission is fulfilled through staff support and development, quality programming, development and implementation of a strategic plan (next strategic planning process likely to commence soon after the new ED's arrival), comprehensive fundraising efforts, and community outreach.

We are currently working in a hybrid capacity, whereby full-time staff are expected to be in the office at least three days a week, with the flexibility to work from home for the remaining days, when the nature of the work allows. This position requires operating computer and office equipment and *may* involve lifting and pushing up to 20 pounds (accommodations available).

To learn more about the history of OUT MetroWest, visit here: [Mission, Values, and History – OUT MetroWest](#)

To learn more about our commitment to racial justice, visit here: [Commitment to Racial Justice – OUT MetroWest](#)

To learn more about the team you'd be joining visit here: [Our Team - OUT MetroWest](#)

### **Primary Responsibilities:**

- Oversee OUT MetroWest's activities and programs to carry out the organization's mission.
- Lead, supervise, coach, and retain OUT MetroWest's staff. Ensure thoughtful, thorough, and consistent hiring, onboarding, and evaluation processes across the organization.
- Maintain, strengthen and ensure compliance with policies and procedures, including human resources structure and functions. Work with identified HR support/consultant, when relevant, for guidance.
- Create an annual budget in partnership with the Board and staff; ensure maximum resource utilization, maintain the organization in a positive financial position, and ensure the provision of regular financial reports.
- Lead fundraising efforts, supported by a part-time Director of Individual Giving and Engagement (20 hours), a full-time Development and Communications Manager, and volunteer committees, to achieve revenue goals through individual and corporate gifts, grants, sponsorships, earned revenue and events.
- Work to advance OUT MetroWest's diversity, equity, inclusion, and justice (DEIJ) goals and initiatives. Executive Director ensures that DEIJ perspectives are at the forefront of decision-making and that DEIJ initiatives are integrated into all aspects of organizational management. Work with board, staff, and other constituencies to identify areas of growth, building on current DEIJ initiatives and/or establishing new ones.
- Deepen all aspects of communications, with the goal of strengthening the brand and growing the organization's engaged constituency.
- Use external presence and relationships to garner new opportunities and strengthen existing partnerships with agencies and corporations.
- Actively engage and energize OUT MetroWest's volunteers, Board members, event committees, partnering organizations, and funders.
- Work collaboratively with a Board of Directors; serve as ex-officio on Board committees.
- Educate the greater community about LGBTQ issues. Advocate for LGBTQ and social justice issues.
- Other tasks as requested.

**You are a good fit for the position if many of the following are true about you (we don't expect anyone to have ALL of these qualifications!):**

- Competency in LGBTQ+ issues, with explicit understanding of gender identity and expression
- Demonstrated commitment to OUT MetroWest's value of challenging ableism, classism, misogyny, racism, and other systems of oppression; Experience in and willingness to continue to learn and grow in this work
- Experience as a senior-level, purpose-driven leader at a nonprofit organization, sized \$500K-\$1.5M
- Experience in accounting, budget management, and/or fiscal oversight required.
- At least seven years of progressively responsible nonprofit management
- Ability to pivot and guide an organization during growth and change

- Demonstrated, strong organizational management skills with the ability to plan (both short- and long-term); effectively coach staff and volunteers; successfully supervise, manage, and develop a diverse team or staff; and be able to set and achieve measurable strategic objectives
- Commitment to quality programming.
- Past success working with senior leadership and/or a Board of Directors; the ability to help cultivate existing and new Board member relationships.
- Knowledge of effective strategies to communicate mission, achievements, and goals to various constituencies across the full spectrum of media/communications tools.
- Demonstrated fundraising success through grants, individual giving, and/or sponsorships/events.
- Skills to participate in and manage public outreach activities, with the proven ability to engage a range of stakeholders from a diversity of backgrounds and lived experiences.
- Solid written/verbal communication skills; a persuasive and passionate communicator with strong interpersonal skills.
- Knowledge of crisis management planning and implementation desired.
- Proven ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed.

Must have satisfactory SORI, MA State CORI, and credit background checks.

**Compensation:**

Salary: \$95,000

Benefits: Professional development budget (\$1000), generous paid time off (including health, vacation, personal, and organizational holidays, as well as a paid office closure the first week of July), flexible scheduling, and a healthcare reimbursement up to \$3675.

**To Apply:**

Serious applicants should submit a cover letter and resume/CV via email to [EDsearch@outmetrowest.org](mailto:EDsearch@outmetrowest.org). Please use the subject line “ED Application.” Applicants are also invited to include a personal statement of no more than 500 words, detailing your connection to the work of OUT MetroWest.

OUT MetroWest provides equal opportunity in employment for all qualified persons and prohibits discrimination in employment on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, military service, or other protected status. We seek applications from diverse backgrounds including Black, Indigenous, People of Color and the LGBTQ+ community. We actively work toward an anti-racist community that recognizes and aims to address the negative impacts of white supremacy.