



POSITION TITLE: Director of Operation

LOCATION: Asheville, NC

ORGANIZATIONAL SUMMARY:

Youth OUTright empowers lesbian, gay, bisexual, transgender, and questioning youth to be confident and vital members of our community. Our vision is a community in which youth of all gender and sexual identities live in safe and inclusive environments.

POSITION DESCRIPTION:

Reporting to the Board Chair and Executive Committee, the Director of Operations is a temporary position that serves to maintain daily operation of Youth OUTright over the course of a new Executive Director search. It is anticipated that the duration of this position will be 3 months beginning January 1, 2016.

GENERAL CHARACTERISTICS:

Background in nonprofit administration; ability and desire to work in a self directed position; knowledge of LGBTQ issues, history and culture; and a demonstrated commitment to empowering LGBTQ youth in WNC.

CORE RESPONSIBILITIES:

- Maintain continuous lines of communication, keeping the Executive Committee and Board informed of all critical issues.
- Contribute to the development of Youth OUTright 's strategic goals and objectives, ensure that Youth OUTright is adhering to the strategic plan, and regularly delivering status reports to the Board and Executive Committee.
- Represent the organization externally, as necessary, particularly in relationships with organizations and allies
- Contribute to the implementation of Youth OUTright strategies, policies and practices.

- Work with the Program Director in overseeing implementation of grants received, tracking and collecting data, and the reporting required by all grants
- Support the planning, development and implementation of the outreach/marketing initiatives, including the scheduling of events
- Maintain the accuracy and integrity of contacts/donors database, record donations received, send acknowledgment letters, run reports as requested.
- Generate communication to various constituencies as needed
- Work with the Treasurer (YO's Financial Mgr) as needed in acknowledging donations, purchasing supplies and paying expenses
- Coordinate fundraising efforts implemented by the Board
- Other duties as assigned by the Executive Committee or Board Chair.

START DATE:

January 2016

APPLICATION PROCESS:

Please submit an email expressing your interest with a resume and cover letter attached in a PDF or Microsoft Word format to heather.talley@youthoutright.org by December 7, 2015

COMPENSATION:

20 hours weekly (half-time); compensation: \$320 week