

Executive Director Position Announcement



Position: Executive Director

To Apply: Send résumé, writing sample, three references, and a cover letter describing your interest in the position and qualifications to:

Liza Thantranon, Board Secretary
3823 V Street, Sacramento, CA 95817
liza@ghcmail.org

The Gender Health Center (GHC) is a non-profit organization located in Sacramento, California, dedicated to providing services, resources, and support to the transgender and gender diverse community. GHC strives to create a safe and inclusive space where individuals can access affirming healthcare, counseling, and community programs that address their unique needs. Services provided by GHC include a free hormone clinic, mental health counseling, support groups, HIV and STD testing, harm reduction, legal assistance, advocacy, and resource referrals.

Through its advocacy efforts, GHC has played a significant role in raising awareness about trans healthcare disparities and promoting policy changes to improve the rights and well-being of transgender individuals. GHC has actively engaged with legislators, community leaders, and healthcare institutions to advocate for access to gender-affirming care, trans-inclusive policies, and equitable access to services. As GHC continues to evolve, the organization remains steadfast in its commitment to promoting access to gender-affirming care, resources, and social justice in order to empower transgender individuals to live authentically and thrive in their communities.

Overview of Position

The Executive Director will play a pivotal role in leading and shaping the organization's mission, vision, and strategic direction. The Executive Director's primary responsibility will be to oversee all aspects of the organization's operations, programs, and initiatives to ensure the delivery of high quality services to the transgender and gender diverse community.

The general and specific job responsibilities include but are not limited to:

Leadership and Vision

- Develop and articulate a compelling vision and strategic direction for the organization in alignment with GHC's mission and values;
- Lead the strategic planning process, engaging the board, staff, and stakeholders to set organizational goals, objectives, and priorities;
- Foster a positive organizational culture that promotes teamwork, inclusivity, transparency, and a commitment to the organization's mission;
- Ensure ongoing programmatic function, excellence, evaluation, and adherence to deadlines, strategic goals, and grant deliverables.

Operational Oversight

- Develop and implement operational strategies, policies, and procedures to optimize overall organizational performance and efficiency;
- Identify areas for improvement in operational processes and implement solutions;
- Plan, actively manage, and oversee the day-to-day operations, fundraising, and programs while ensuring the organization's sustainability;
- Ensure compliance with applicable laws, regulations, and reporting requirements;
- Identify and mitigate operational risks, implementing appropriate controls and procedures.

Personnel Management

- Oversee personnel management functions, including recruitment, onboarding, performance management, employee relations, and training and development;
- Provide direct oversight and supervision to department directors and program leads, including the Director of Mental Health and the Director of Finance;
- Ensure compliance with employment laws, regulations, and organizational policies;
- Foster a positive organizational culture that promotes teamwork, professional growth, and employee satisfaction.

Grants Management, Administration, and Compliance

- Oversee the entire grant management process, including researching grant opportunities, grant writing, contract negotiation, reporting, and compliance with grant guidelines and reporting requirements;

- Establish and maintain effective systems for tracking grant-related information, deadlines, and reporting schedules;
- Ensure proper financial management and reporting of grant funds, in collaboration with the Director of Finance;
- Cultivate and maintain relationships with funders, including foundation representatives, government officials, and other potential grantors;
- Attend networking events, conferences, and workshops to expand the organization's visibility and establish connections within the grant funding community;
- Collaborate with program managers to develop and implement effective monitoring and evaluation frameworks to track and measure the impact of funded programs;
- Prepare and submit regular progress reports to grantors, highlighting program achievements, challenges, and outcomes.

Financial Stewardship

Collaborate with the Director of Finance to develop and manage the organization's budget, ensuring alignment with strategic objectives, including:

- Grant compliance, expenditures, and invoicing;
- Fundraising development;
- Communication and collaboration with GHC's Board regarding organizational financial matters;
- Fiscal management as it relates to expenses and related transactions;
- Detecting risks and developing strategies to mitigate risk.

Community Engagement

- Serve as the public face of GHC and cultivate relationships with community stakeholders, including elected officials, community organization leaders, volunteers, donors, and applicants for services;
- Build and maintain strategic partnerships with other community-based organizations to leverage resources and promote collaboration;
- Develop and execute comprehensive communication strategies and plans to support the organization's goals, programs, and initiatives;
- Collaborate with internal stakeholders to ensure consistent messaging and alignment with organizational objectives.

Board Relations

- Collaborate with the Board of Directors to provide leadership, guidance, and support in fulfilling their governance responsibilities;
- Foster a productive and collaborative relationship with the board, ensuring effective communication and engagement in decision-making processes;
- Provide regular reports and updates to the Board on organizational performance, strategic initiatives, and financial matters;
- Promote working relationships between the Board and executive staff.

Desired Qualifications

- At least 5 years of prior executive or senior management experience, preferably at a non-profit organization;
- At least 5 years of prior experience working in a non-profit, healthcare, or behavioral health setting;
- A strong passion for the mission and programs of GHC;
- Knowledge and experience working with and/or identifying as part of the LGBTQ community;
- At least two years of prior experience in grant writing, grants management, and delivery;
- Knowledge of how to foster an environment of accountability, organizational growth, and collaboration;
- An advanced degree in a field related to mental health, non-profit management, social work, psychology, public health, or a related discipline;
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Action-oriented, adaptable, and innovative approach to business planning;
- Mission-driven, proactive, and self-directed;
- Oral and written fluency in Spanish is an asset.

Compensation and Benefits

- \$85,000-\$100,000 annually, dependent on experience
- Competitive benefits, including medical, dental, vision, life, and long- and short-term disability insurance