



Headquarters: 1385 Mission Street, Suite 340, San Francisco, CA 94102
East Bay Office: 344 40th Street, Oakland, CA 94609
www.ourfamily.org • Phone: 415-981-1960 • Fax: 415-981-1962

INTERIM EXECUTIVE DIRECTOR CONTRACT DESCRIPTION

Contract Position, 6-10 months, Full Time
Position reports to the Board of Directors
Salary commensurate with experience

Contractor Responsibilities

The Interim Executive Director (Interim ED) is responsible for carrying out the responsibilities outlined in this contract description to prepare Our Family Coalition for the next Executive Director, and to help ensure a solid platform for the organization's success. Through advocacy, education, social networking, and community organizing, with an emphasis on organizational fund development and policy, OFC promotes the civil rights and well-being of Bay Area lesbian, gay, bisexual, transgender and queer (LGBTQ) families with children and prospective parents. The Interim ED reports to the Board of Directors and works with senior staff to manage day-to-day operations of the organization and support staff in carrying out the business of the organization. Decisions about specific priorities and timelines will be established within the first 2 weeks of the start of the contract.

The Interim ED will spend the first two weeks interviewing staff, meeting with the Executive Committee of the board, and developing a work plan for the Board's review and approval. The work plan will identify specific goals and tasks for the contract period within the responsibility areas outlined below. Financial reporting and performance management be significant areas of focus for this position.

Leadership

- Establish and maintain positive relationships with the Board of Directors, current and potential funders, the legal community, partner groups, legislators, media representatives, businesses, and the broader children's rights advocacy field in pursuit of OFC's vision as a hub of leadership on children's advocacy;
- Set a tone in the organization of expectation of the highest quality and greatest impact work;
- Further an organizational commitment to racial/ethnic, gender, gender identity, socioeconomic status, and disability justice and diversity in all aspects of OFC's work;
- Align program development in the three areas of organizational focus and ensure cross team collaboration between them; support leadership team.

Fund Development

- Working with the Board and staff, develop, oversee, and manage a comprehensive fundraising program including foundation support, major gifts, annual support, special events, and other fundraising programs.
- Monitor results and assist the Board in evaluating the effectiveness of the organization's fund development programs.

Organizational Management

- Oversee and strengthen OFC's operating budget and overall financial management and reporting.
- Present accurate, effective, and timely reporting to the Board and manage Board communications with the goal of achieving the highest standards of governance and transparency.
- Support operations and administration of the Board; participate in all Board meetings, including executive and finance committee calls.
- Maintain a positive and respectful workplace climate that values professionalism, leadership, creativity, and accountability.
- Conduct performance reviews for current staff as needed.
- Assess current staffing structure and propose potential changes to develop a more efficient and effective organizational infrastructure.
- Ensure that the work of staff is aligned with the mission and that all staff are provided with proper guidance and support.
- Oversee development and execution of a comprehensive communications plan and branding, and serve as OFC's chief spokesperson to the public, funders, media, and other audiences.

Qualifications

Required Qualifications:

- Prior executive management experience.
- An understanding of privilege and intersectionality, and a proven commitment to diversity, equity, and inclusion.
- History of open, transparent, and respectful management style and a proven ability to lead teams in a collaborative environment.
- Change management experience, including experience managing staff during times of significant change.
- Strong LGBTQ-affirmative values and interpersonal practices, and basic familiarity with LGBTQ-related policy, ideally focused on education.



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- Experience in budget development and financial oversight of an organization of comparable size and complexity.
- A track record of keen attention to detail, an ability to think strategically, and exceptional decision-making, analytical, and planning skills.
- Proven strong written and oral skills, as well as strong listening skills.

Candidates should submit CV and cover letter to ied@ourfamily.org. This position will be filled once preferred candidate is identified.

OFC is an equal opportunity employer. OFC's policies prohibit discrimination and/or harassment of any individual based on color, religion (including religious dress or grooming), sex (including pregnancy, childbirth, or related medical conditions), national origin, ancestry, age, physical or mental disability, legally protected medical condition, family care status, veteran status, marital status, sexual orientation, gender identity or expression, or any other basis protected by federal, state or local law. It also prohibits discrimination and/or harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.