

**Executive Director
Position Profile
SMYAL**

Washington, D.C.

The Sexual Minority Youth Assistance League (SMYAL), based in Washington, D.C., is seeking an Executive Director to lead a mission-driven organization which supports lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth throughout metropolitan Washington, D.C.

THE ORGANIZATION

SMYAL is the only Washington, D.C. metro area service organization solely dedicated to supporting LGBTQ youth. Founded in 1984, SMYAL is a 501 (c) (3) nonprofit organization. Our mission is to promote and support self-confident, healthy, and productive lives for LGBTQ youth as they journey from adolescence into adulthood. To fulfill our mission, we focus our commitment and energy on five key areas: (1) Life Skills & Leadership Development, (2) Counseling & Support, (3) Health & Wellness Education, (4) Safe Social Activities, and (5) Community Outreach & Education.

SMYAL owns and operates out of two contiguous row houses near Pennsylvania Avenue and 7th Street, SE. A 14 member Board of Directors governs SMYAL. Current staffing includes 7 full time and part time positions. The current operating budget is \$1 million. Funding sources include revenues from the annual brunch, private contributions and public and private grants. More information on SMYAL may be found at www.smyal.org.

PROGRAMS

Chat It Up:

Based on youth feedback, SMYAL has combined two of our former SMYAL programs – the young men’s and young women’s groups to form a mixed-gender discussion group. This group is an outlet for youth opinion as well as discussions about such topics as race, gender, politics, sex, LGBT rights, violence, and other issues that apply to youth. Specific program topics and activities include guest speakers who are experts in topics the youth choose to discuss, open mic nights to encourage self expression, a writers' workshop, a Leadership and Diversity Conference and hosting a monthly GSA networking night for high school GSA’s in the DC area. This group is designed to enable youth to feel more comfortable engaging with diverse populations, to gain knowledge about world and current events, to enhance their communication and critical thinking skills, to gain exposure to LGBT leaders in DC area and bring various local LGBTQ youth communities together.

Youth Advocacy Internship:

SMYAL’s Youth Advocacy Internship provides opportunities for youth to develop leadership skills, increase knowledge of and raise awareness about LGBTQ issues, promote tolerance, and advocate for positive social change in DC’s schools and community organizations.

Brotherhood University:

This is a weekend-long leadership retreat for young gay, bisexual and questioning African-American males ages 16-24. Many Men, Many Voices (3MV) is the evidence-based, group level intervention selected for Brotherhood University. The intervention addresses behavioral influencing factors specific to gay men of color, including the social influences of racism and homophobia.

Individual Counseling and Group Support:

SMYAL's staff provide youth with the support they need to make informed decisions about their health, sexual activity, drug and alcohol use/abuse, anger management and violence prevention. SMYAL's Support Group, held on Tuesday evenings, is the most heavily attended program.

HIV Testing, Counseling and Referral:

SMYAL's HIV Counselor provides free and anonymous HIV testing, counseling and referral at our Youth Center four times a week. Through a partnership with Children's National Medical Center, our Care Advocate connects HIV-positive youth to the care they need.

Youth Center:

SMYAL is committed to developing leadership skills and opportunities for youth through our Youth Center. SMYAL youth have opportunities to serve in a number of leadership capacities, including providing youth outreach around tobacco and HIV prevention, facilitating groups, volunteering for SMYAL projects, serving on the Youth Leadership Council, and serving as members of the SMYAL Board of Directors.

KEY RESPONSIBILITIES

The SMYAL Executive Director will lead the organizational change process to build on past accomplishments, further define the mission and chart future goals and direction for the organization. Reporting to the Board of Directors, the Executive Director will provide leadership to the organization and manage its day-to-day affairs. The Executive Director will also be responsible for working closely with the community, cultivating financial and other support, overseeing management of the programs including paid and volunteer staff. Key responsibilities include:

- Provide visionary and strategic leadership to the organization and translate that vision and strategy into concrete actions that advance the mission;
- Manage the day-to-day operations and programs to ensure that SMYAL is a well-managed, highly-respected organization;
- Maintain a continuous understanding of the organization's financial position and outlook, and ensure fiscal responsibility and security;
- Provide resource development leadership for the organization, expand the donor base, and foster positive relations with existing funders and donors;
- Provide effective management and direction to existing and new staff to further develop and build their skills, experience and performance;
- Communicate the mission of SMYAL to various audiences and develop and maintain sound relationships with individuals and organizations which share the organization's vision; and
- Support the Board of directors in its governance role, foster its ongoing development, and keep it informed on internal conditions and important external developments.

OPPORTUNITIES AND CHALLENGES

SMYAL is in a unique position to grow its programming, demographics and geography. In its 24 year history, SMYAL has been situated in various locations, has had several Executive Directors, and has had various funding sources and challenges. The incoming Executive Director has the opportunity to stabilize, grow and brand SMYAL. SMYAL has a strong and committed Board, a staff committed to their work and their clients, and together the Board and Executive Director will shape the future of SMYAL by making some strategic decisions about the organization.

As a result of location, funding and a decision to focus resources on the most vulnerable LGBTQ youth, SMYAL has gone from serving youth in the greater Washington, D.C. metropolitan area to serving mostly low-income urban youth. The Board desires that SMYAL take steps to begin again broadening its demographics in order to be more true to its mission. SMYAL has also focused more predominantly on programming to address specific health related issues and less on providing comprehensive programming to address a range of issues facing LGBTQ youth. The Board and staff believe it is necessary to address that issue.

The Board also wants to review its strategic plan, update it, and put steps in place for programming and funding to match its mission moving forward.

TWELVE TO 18 MONTH PRIORITIES

The Board of Directors has identified the following priorities for the first 12 to 18 months of the incoming Executive Director's tenure (not necessarily in order of priority):

- Assess organizational needs and hire for currently vacant positions (awaiting the hire of a new Executive Director).
- Secure and manage continuing funding for programs.
- Develop a plan to begin expanding programs both demographically and geographically to align with the mission.
- Develop relationships with Board, staff, community and stakeholders.

EXPERIENCE AND ATTRIBUTES

An ideal candidate for this position will bring a commitment to the mission of SMYAL and a variety of experiences and attributes to SMYAL, including:

- A deep understanding of the opportunities, issues and challenges facing LGBTQ youth;
- Significant senior leadership experience in a small to mid-size nonprofit organization, ideally in an organization working with racially and ethnically diverse populations, youth and/or LGBTQ people;
- Proven successful track record of fundraising, including the ability to engage and solicit major donors, create and manage connections with foundations and other funders, and experience securing and managing grants;
- A high degree of financial literacy and an ability to ensure that SMYAL continues to be an exceptionally well-managed, financially sound organization;
- Experience growing a program or organization to serve a larger number of people, a larger geographic area, or developing and offering additional programs;
- Demonstrated networking skills and an ability to sustain and build on the partnerships and collaborations that are already established;
- Proven successful record of building and maintaining strong working relationships with internal (staff and Board) and external stakeholders;
- Strong management and organizational skills;
- Strategic vision that leads and inspires;
- A positive, motivational, creative leadership style that is open to new ideas;
- A proven team builder who understands the importance of working together, flexibility and motivating staff;
- An understanding of Board and Executive Director roles and responsibilities;
- Strong and effective written and oral communication skills, as well as excellent public-speaking skills;
- Bachelor's degree required. Master's preferred.

SALARY & BENEFITS: Salary will be competitive and commensurate with experience. SMYAL offers a salary and benefits package that is comparable to other organizations with similar size and budget.

APPLICATION PROCESS: To apply, email cover letter, resume, and salary requirements to: SMYAL@transitionguides.com. (Email preferred.)

Other inquiries should be addressed to: SMYAL Search Committee, c/o TransitionGuides, 1751 Elton Rd, Suite 204, Silver Spring, MD 20903. Phone: (301) 439-6635, Fax: (301) 439-6638.

CLOSING DATE: Resume reviews begin in late November and will continue until the position is filled.

SMYAL is an equal opportunity employer. We encourage persons from diverse backgrounds to apply.