



Position Title: Executive Director (Full Time)

Reports to: OUTBermuda Board

About OUTBermuda

OUTBermuda, registered charity #973, is the only charity in Bermuda dedicated to the service and support of our LGBTQ+ community. OUTBermuda envisions a Bermuda in which LGBTQ+ Bermudians and residents are free from the harmful impacts of discrimination and stigmatization. To achieve our vision for our island we are actively working to create a future in which LGBTQ+ Bermudians and residents feel that they are safe, valued, seen, and thriving.

Job Description

The Executive Director will lead and manage all aspects of OUTBermuda to advance its mission of providing support, advocacy and services to the LGBTQ+ community.

- 40 hrs per week (some evening and weekend work will be required)
- Remote/agile working (in Bermuda)
- Competitive salary and benefits: Salary range \$95,000 - \$110,000

Responsibilities

Fundraising

- Lead and manage corporate, community, and individual donor fundraising with support from the Fundraising Committee, volunteers, and outsourced partners.
- Build and maintain relationships with donors and potential donors.
- Identify and maintain a diverse income stream through grants, partnerships, donations, events, and programmes to ensure the financial stability and sustainability of the organization.

Programmes

- Lead and manage all OUTBermuda programmes with support from the Programme Committee, volunteers, and outsourced partners.
- Build and foster partnerships with key stakeholders to expand OUTBermuda's reach, resources and support capabilities.
- Develop and maintain reporting and evaluation procedures to track program outcomes.

Governance

- Manage the day-to-day operations of the charity in accordance with the Registrar of Charities guidelines and other relevant legal and policy frameworks.
- Support the work of the Chair in areas including but limited to setting meeting agendas, decision timelines, hiring and managing outsourced partners, etc.
- Support the Board with the development of OUTBermuda's strategic plans including the identification of key pillars, stakeholder groups and areas of prioritization.
- Execute OUTBermuda's strategic plans with the support of volunteers and outsourced staff and oversight from the Board.
- Create and implement a resourcing plan and budget to ensure the successful execution of all identified initiatives including programming, marketing and operations.
- Prepare annual reports with support of the Board.

Marketing and Communications

- Act as the official spokesperson for OUTBermuda in stakeholder meetings, interviews and other relevant events both locally and internationally.
- Act as the line manager for the Social Media Manager and oversee OUTBermuda's public image and social media accounts with support from the Marketing and Communications Committee.
- Write and disseminate press releases around our programs, LGBTQ+ relevant advocacy days/periods and other necessary information with the support of the Board.

Other Duties

- Lead on conducting regular research and education to ensure OUTBermuda continues to evolve and adapt to global trends, standards and policies.
- Provide additional support and direction to OUTBermuda's committees as required.

Education and Experience

Required:

- Undergraduate degree in a relevant discipline is a requirement; commensurate experience may be considered.
- A proven track record in nonprofit management is essential, particularly LGBTQ+-focused organisations.
- Strong financial management skills including budgeting, fundraising, grant writing and resource allocation are key.
- Excellent organizational skills with strong project management skills and event organisation experience.
- Excellent communication skills in all media (oral and written) and able to communicate with a diverse audience.
- Strong working experience with Microsoft office is required.

Preferred:

- Previous advocacy and lobbying experience.
- Prior experience with LGBTQ+ youth-oriented, wellbeing and/or education programming.
- Prior experience in a non-profit deputy executive director, executive director or equivalent strongly preferred.
- Experience with donor database software, such as CiviCRM, is a plus.

Personal:

- Strong preference for an applicant with lived experience identifying as LGBTQ+.
- Passion for uplifting supporting and representing the Bermudian LGBTQ+ community.
- Motivated self-starter able to work in an unstructured and agile environment.
- Compassion, integrity, and visibility are vital.

Note: This job description is flexible and some portions are open for negotiation based on applicant skillset and capacity. This will be considered on a case-by-case basis.

APPLICATIONS CLOSE: Monday 8th July 2024