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Chief Executive Officer (CEO)

The LOFT LGBTQ+ Community Center in White Plains, New York, seeks a CEO to help shape the next phase of impact of a dynamic organization whose budget and staff continue to grow year over year, and whose programs continue to grow in complexity, scale, and reach.

The successful applicant must have a growth mindset, be fully committed to the values and principles of The LOFT, and be a visionary leader who positively affects change in the lesbian, gay, bisexual and transgender community.

The position requires demonstrated experience with program and grant management, fundraising, staff and financial management, and a successful track record working with a board of directors and volunteers. Reporting directly to the president of the board of directors, the chief executive officer will be responsible for implementing the strategic goals and objectives of The LOFT as developed jointly with the board of directors.

We are looking for an individual with the ability to effectively implement a variety of resource development and grant management functions and develop strategic partnerships that will assist The LOFT in furthering its mission. The successful applicant must be a leader with excellent communication skills, including writing, speaking, meeting facilitation, and consensus building. Cultural competency and the ability to engage in strategic decision-making in addition to day-to-day program management are required.

The successful candidate will be an individual of high ethical and moral standards, both professionally and personally, and must satisfy the Rules of Employee Conduct.

Essential Duties and Responsibilities:

Management, Resource Development, Networking, Client Assistance/Staff Supervision.

Management

- Hire, train, develop, coach, supervise and evaluate staff.
- Collaborate with the board of directors to establish and implement current and long-range objectives, plans and policies.
- Advise, guide and direct the implementation of plans and procedures consistent with established policies and procedures.

- Oversee the adequacy and soundness of the organization's financial structure. Implement budgeting procedures, accounting policies, and transparent financial reports and financial oversight procedures.
- Partner with a financial consultant for all financial documents, payments, reconciling of the accounts, and the annual audit.
- Manage a complex workload including overseeing office administration, public relations, and education and outreach initiatives.
- Manage all large-scale special events (e.g., LOFT Pride and the annual Gala)
- Establish and maintain an effective system of communication throughout the organization. Schedule and participate in staff meetings, attend the organization's board of directors meetings and perform tasks related to the smooth and effective running of the organization.

Resource Development

- Identify potential funding sources.
- Develop funding proposals to support The LOFT's mission and strategic activities.
- Work with appropriate staff, board members, and volunteers to organize fundraising initiatives throughout the year.
- Ensure continued positive relationships with funders and supporters.
- Complete grant and contract reports in a timely fashion.
- Manage and grow revenue generation streams by grant writing and developing major donor relationships.
- Provide inspirational leadership and foster an environment that attracts, retains, and motivates highly skilled and motivated staff and volunteers.

Networking

- Maintain existing relationships and create and develop strategic partnerships with organizations, companies and individuals with the objective of building The LOFT's visibility and cultivating donors for the organization.
- Advocate for the LOFT and LGBTQ+ issues in the local community, including participation in meetings and other interactions with the local community members in Westchester County and throughout the Hudson Valley and New York State.
- Represent The LOFT to a variety of audiences, including grassroots and community-based organizations, foundations, trade associations, for-profit and nonprofit entities, state and local elected officials, local and state civil rights groups, and other organizations in a professional matter.
- Supervise social media presence of The LOFT and continually look for innovative ways to expand awareness of the organization.

- Act as a media spokesperson for The LOFT and LGBTQ+ issues.

Client Assistance/Staff Supervision

- Maintain records related to client services, activities, and data necessary for reports to funding agencies.
- Oversee the recruitment, training and nurturing of all volunteer personnel and facilitators.
- Respect and safeguard client confidentiality with policies and procedures
- Track relevant local, state, and national legislation, regulations and policies, and inform the board of directors and staff of changes when necessary.
- Maintain networking activities and directly supervise the staff, other contracted employees, and select volunteers. Responsible for developing job descriptions, training, monitoring performance, conducting annual evaluations, and providing corrective action when required.

Other Responsibilities

The LOFT will soon be moving to a new, permanent home, to be located in downtown White Plains within Westchester's first LGBTQ+-friendly senior housing development. The new building will include a new 7,000+-square-foot home for The LOFT, incorporating space for the Circle Care Center, a comprehensive medical and mental health care provider specializing in primary care for people living with HIV and the LGBTQ+ community. The CEO will be responsible for overseeing The LOFT's portion of this project. This entails working with multiple partners and ensuring The LOFT's goals for the project are met.

Requirements/Qualifications:

- Minimum education – Bachelor's degree in a relevant field. Advanced degree in law, social work or relevant field and work experience preferred.
- Demonstrated commitment to LGBTQ+ rights, civil and human rights.
- Demonstrated commitment to professional and ethical standards in one's work
- At least five years supervisory experience at a nonprofit agency or public or private company.
- Ability to demonstrate a commitment to the needs and concerns of the members of the community that The LOFT serves.
- Superb organizational and fundraising skills as well as excellent judgment in developing and implementing priorities.
- Excellent public speaking and communications skills to develop and nurture relationships across a wide spectrum of audiences.

- Ability to present information clearly and effectively to and respond to inquiries and commentary from the board of directors, advocacy and consumer groups, members of the public, media and the private sector.
- Working knowledge of, and familiarity with, Microsoft Office Suite software and Outlook. Experience with content management and e-mail software (Nation Builder), database (Greater Giving), and financial software (Quick Books) packages is a plus.
- Demonstrated ability in managing complex workloads, managing special events and conferences and executing deliverables against a timetable.
- Successful experience in developing and managing budgets and analyzing financial documents.
- Proven experience with grant-writing and related reporting are required.
- Ability to work independently, as well as be a team player in a multi-task work environment while producing the highest caliber work product in a timely manner.
- Ability to travel for meetings, trainings, or conferences and to work some weekends each year for The LOFT's events.

Compensation/Benefits

The LOFT offers a competitive salary and benefits package that is commensurate with experience. The salary range for this job is \$110,000 - \$125,000 annually. The LOFT offers a flexible work schedule, opportunities for professional development in the nonprofit sector, and a health benefits package.

How to Apply: Email cover letter and resume to: ceosearch@loftgaycenter.org

The LOFT's mission is to further diversity and inclusion through advocacy, education, and celebration. The community center celebrated our 41st anniversary in 2024. Currently, The LOFT provides over 40 groups and programs and also provides meeting space to local organizations and the regional chapters of state-wide and national organizations.

To learn more visit www.loftgaycenter.org.

The LOFT is an Equal Opportunity Employer.

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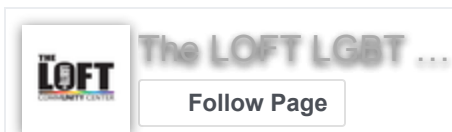
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The LOFT: LGBTQ+ Community Center

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White Plains, NY 10605
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Mpox Resources
LGBTQ 2018 Needs Assessment Survey
LGBTQ+ Pride Flags
LGBT Life Westchester

PRESS

GET INVOLVED

Stay in the Loop!
Become a LOFT Annual Sponsor
Become a Business Partner
Volunteer at The LOFT!

ADVOCACY & ACTION

LOFT CALENDAR

Calendar
This Week at The LOFT

PROGRAMS

Programs
Support Groups
Social Groups & Activities
Assistance & Advocacy
Health & Wellness
Education
Silver Connections 55+ Program
Pocantico Residency
Trans Support of the Hudson Valley

EVENTS

Events
SpringFest
Westchester Pride Hosted by The LOFT
Annual Gala
Hudson Valley Trans Forum
Annual Holiday Brunch

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