MAMA DRAGONS EXECUTIVE DIRECTOR

Mama Dragons

Mama Dragons is a nonprofit (501c3) organization dedicated to creating LGBTQ-affirming homes through LGBTQ parent education focused on mothering. To create affirming homes, Mama Dragons provides programs that specifically address the complexities of navigating non-affirming religions, backgrounds, geographies, and cultures, that focus on parenting the crucial first year after their child comes out. Our mission involves empowering mothers to support, affirm, celebrate, and advocate for their LGBTQ children influencing the family system to follow. Please visit our website at www.mamadragons.org to learn more about us.

Mama Dragons Executive Director

The part-time Mama Dragons Executive Director is a key role in providing leadership, management, and strategy for the Mama Dragons organization. The Executive Director directly reports to the board of directors and is responsible for the operation, fund generation, and day-to-day management of the organization. Specific areas of focus include financial and program oversight, resource development, fundraising, and staff and volunteer management. This is a fully remote position with a requirement to travel 1-3 times per year.

Future goals of this role include expanding and driving the growth and diversity of Mama Dragons support groups and expanding Mama Dragons impact in less LGBTQ-affirming cultures. Additionally, Mama Dragons seeks to expand their eLearning platform use and broaden revenue streams, ensuring sustainability and measurable impact of our mission. A key aspect of this role will be to find resourceful and creative means of accomplishing these goals.

ESSENTIAL FUNCTIONS:
Business Development (40%):

- Develops the necessary public relationships, communications, and marketing strategies to ensure the organization and its programs are consistently presented in a strong, positive image to relevant stakeholders and members.
- Acts as spokesperson for the organization when appropriate and amplifies the Mama Dragons shared voice.
- Develops and drives a comprehensive revenue generation strategy, including increasing store sales, Mama Dragons courses, individual donations, corporate sponsorships, grants, and other revenue pipelines.

Volunteer and Staff Management (30%):

- Directly manage 1 part-time staff member and 7 volunteers, with roll-up responsibility for our entire team of 170 volunteers.
- Establishes and implements organizational policies and procedures, with the advice and approval of the board of directors.
- Responsible for the recruitment, hiring, evaluation, and management of program directors and other volunteers in leadership roles.
- Builds a culture that attracts, retains, and motivates a volunteer group of top-quality people.

Financial and Program Oversight (20%):

- Annually works with the board treasurer and program leaders to compile and submit the organization's annual budget for board approval.
- Meets regularly with program leaders to review project activities, future planning, grant or contract compliance, personnel and supervisory issues, and other project needs or issues.
- Tracks and approves spending and maintains foundation and grant pipeline.
- Ensures nonprofit business requirements are met for local, state, and federal taxes and certifications.

Strategic Leadership (10%):

- Works closely with the board of directors and internal Mama Dragons leadership team to ensure that the organization has a long-range strategy and short-term goals that achieve its mission.
- Supports the board of directors by informing, assessing, and addressing issues that affect the organization including preparing monthly KPIs and attending monthly board meetings.
- Leads with a shared vision that aligns multiple programs while honoring the differences among the unique stakeholders and populations served.
REQUIREMENTS:

- Understanding of the LGBTQ community and the journey of parenting LGBTQ kids.
- At least three years experience in a leadership role in the nonprofit or public sector, including managing direct reports (staff or volunteers).
- Excellent at delegating and holding others accountable in a respectful and empathetic manner.
- Resourceful and creative, with a knack for finding the most impactful use of resources.
- Demonstrated abilities in financial management, supervision, community relations, and project development and implementation.
- Some working knowledge of federal, state, regional, and local agencies.
- Experience in 1 or more key areas that include fundraising, leadership, finance, marketing, operations, event planning, and/or grant writing.
- Demonstrated effective written and oral communication skills.
- Ability to travel locally, regionally, and or nationally 1 to 3 times a year.
- Knowledge of Quickbooks online and CRM systems a plus
- **Or any combination of education, experience, and measurable performance that demonstrates the capability to perform the duties of the position.**

SCHEDULE:

- US Remote
- Part-Time - 20 hr/week salary with a possibility of moving to full-time
- Compensation $45,000 - 50,000 salaried position annualized
- **Optimal start date: March 1, 2024**