



JOB DESCRIPTION

Last Updated: 2025-10-14

Job Title: Executive Director

Summary:

OutYouth, a successful Austin non-profit with over 35 years of history supporting LGBTQIA+ individuals, seeks a dynamic and experienced full-time Executive Director. This position is key to guiding the organization's strategic direction and ensuring its continued growth and success in serving the community.

The Executive Director will oversee all aspects of OutYouth's operations, working closely with the Board of Directors to establish a long-term vision. They will be responsible for the organization's fiscal health, leading robust fundraising and resource development initiatives, and ensuring the excellence and impact of all programs.

This role requires a leader who can think strategically and practically to implement a comprehensive plan that advances the organization's mission. Key responsibilities include managing and mentoring a dedicated staff, fostering strong community relationships, and serving as the primary spokesperson for OutYouth. The Executive Director will define the infrastructure and strategies needed to support substantial growth and will be deeply involved in all strategic planning and evaluation.

As the leader of the senior management team, the Executive Director reports directly to the Chair of the Board of Directors and is responsible for transparently communicating the organization's progress and needs. The ideal candidate will have significant experience in nonprofit management, a proven record of successful fundraising, and an unwavering commitment to OutYouth's mission.

Compensation: \$115,000+ annually or commensurate with experience

Position Type: Full-time, 40 hours per week, Hybrid

Location: Austin, Texas, United States

Classification: Exempt

Reports To: Chair, Board of Directors

Direct Reports:

- Director of Clinical & Social Services
- Director of Development
- Director of Finance
- Director of Programs & Operations

Travel: None

Work Hours:

- Typical work hours are Monday through Friday, 9 AM to 5 PM.
- Some evening and weekend hours are required.
- Hybrid, but based in Austin, Texas (remote flexibility, but local presence required).

Benefits:

- Medical, dental, and vision insurance base plan paid at 100%.
- 403(b) retirement plan with up to 3% employer match.
- Four weeks of paid vacation, congruent with the established organization schedule.
- Additional paid time off by request.
- Annual professional development stipend.

Essential Functions:*Strategic Leadership & Communication*

- Lead the organization's strategic direction in collaboration with the Board and staff, ensuring alignment with OutYouth's mission and long-term vision.
- Serve as the primary spokesperson, representing OutYouth to the community, partners, donors, and media.
- Provide transparent and timely communication to the Board, enabling effective governance and decision-making.
- Anticipate community needs and emerging trends to guide innovation and programmatic growth.
- Strengthen organizational infrastructure and systems to support sustainable expansion.

Program Development & Impact

- Oversee the design, delivery, and evaluation of programs that advance OutYouth's mission and demonstrate measurable community impact.
- Foster innovation, collaboration, and continuous improvement across program areas.
- Ensure programs are informed by youth voices and responsive to community needs.

People & Culture Leadership

- Recruit, develop, and retain a high-performing, diverse team that reflects OutYouth's values and commitment to equity.

- Provide mentorship, performance feedback, and professional development opportunities.
- Maintain a positive, inclusive, and supportive workplace culture that encourages collaboration and accountability.

Fundraising and Financial Stewardship

- Lead comprehensive fundraising and resource development efforts to ensure financial health and long-term sustainability.
- Cultivate and steward relationships with individual donors, foundations, corporations, and government partners.
- Work with the Board and Finance Director to develop, manage, and monitor annual budgets and financial reports.
- Ensure sound fiscal practices, accountability, and compliance across all areas of operation.

Board Partnerships & Governance

- Partner with the Board Chair and committees to advance strategic priorities, fundraising efforts, and organizational oversight.
- Support effective governance by preparing reports, facilitating meetings, and implementing board decisions.
- Assist with Board recruitment, orientation, and ongoing development to ensure a diverse, engaged, and skilled governing body.

Community Engagement and Partnerships

- Build and strengthen relationships with community organizations, government agencies, educational institutions, and corporate partners.
- Represent OutYouth as a trusted leader and advocate for LGBTQIA+ youth at local, regional, and national levels.
- Promote visibility and awareness of OutYouth's mission, programs, and impact.

Skills & Competencies:

- Proven success in fundraising and resource development.
- Strong leadership, strategic planning, and organizational management skills.
- Excellent communication, interpersonal, and relationship-building abilities.
- Ability to manage multiple priorities and lead through growth and change.
- Proficiency in Google Workspace; familiarity with donor or CRM databases preferred.
- Commitment to OutYouth's mission and values, with a deep understanding of LGBTQIA+ communities.

Required Education & Experience:

- Bachelor's degree **or equivalent leadership experience.**
- Minimum of 5–8 years of nonprofit management experience, including fiscal oversight and staff supervision.

- Demonstrated success leading growth, fundraising, and strategic initiatives.

Preferred Education & Experience:

- Master's degree in a related field.
- Experience working within or alongside LGBTQIA+ or youth-serving organizations.
- Familiarity with the Austin nonprofit landscape.

Work Environment:

- Indoor, climate-controlled office environment.

Physical Demands:

- Work is performed while standing, sitting, and/or walking.
- Frequent computer use at workstations for extended periods of time.

Additional Eligibility Qualifications:

- Must pass a criminal and motor vehicle violations background check.
- Must have a valid driver's license.

Work Authorization Requirements:

- Must be legally authorized to work in the United States.

Equal Employment Opportunity

OutYouth is committed to providing equal opportunity to all qualified applicants for employment.

OutYouth aims to reflect the diversity of the community it serves. No employee or applicant will be discriminated against based on race, ethnicity, religion, sex, sexual orientation, gender identity, gender expression, age, disability, country of origin, documentation, or any other factor protected by federal, state, and/or local laws.

OutYouth is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities.

If you require reasonable accommodations to complete this application, interview, complete any pre-employment testing, or otherwise participate in the employee selection process, please direct your inquiries to people.ops@outyouth.org.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Application & Hiring Process

Visit <https://outyouth.bamboohr.com/careers/37?source=aWQ9Mzc%3D> to apply.

Send any questions to executivesearch@outyouth.org.

The position will remain open until filled.

Applications will be accepted for at least two weeks from the posting date.