

# Chief Executive Officer

## Jacksonville Area Sexual Minority Youth Network (JASMYN)

Jacksonville, FL

Salary: \$130,000 - \$150,000

### The Organization

JASMYN cares deeply about the LGBTQIA+ teens and young adults of Northeast Florida, a marginalized population. They recognize these individuals, ages 13-24, are moving through stages of life where they are discovering themselves and forming hopes and dreams for their futures. However, here in the deep South, religious beliefs and conservative politics often stigmatize LGBTQIA+ people, and this can have big impacts on a young person's life. LGBTQIA+ teens and young adults need advocates and a safe place where they are not judged and can find acceptance and support to live healthy, safe lives connected to community and filled with joy and possibility. JASMYN sees all the possibility these young people possess and strive to provide programs and services that help them see it in themselves. JASMYN knows they have contributions to make to a thriving world and encourage them to find their voice and use it, recognizing their creativity, queer joy, compassion, drive and intelligence and help them find ways to express it.

JASMYN is proud of their ability to provide wrap-around services for their clients, including pharmacy services, financial resources, healthcare referrals, housing referrals, and more.

The Founding CEO was in place for 30 years, and currently, JASMYN has hired an interim to help with the transition. For more information about JASMYN, please go to <https://www.jasmyn.org>.

### The Position

The Mission of the Jacksonville Area Sexual Minority Youth Network (JASMYN) is to support and empower lesbian, gay, bisexual, transgender and questioning (LGBTQIA+) teens and young adults through leadership, advocacy, resources, and a safe and affirming community.

The Chief Executive Officer of JASMYN is responsible for providing strategic leadership of the organization in partnership with the Board. The CEO serves as head of staff and is responsible for implementation of policies set by the Board of Directors along with the financial, programmatic and administrative management of the organization as detailed in the organization's strategic plan and operations manual.

Beyond providing internal leadership, the CEO must also compellingly represent the organization and its mission to support and empower LGBTQIA+ teens and young adults externally, including with policy leaders, philanthropic stakeholders, private sector leaders and the public at large.

The CEO will work closely with the Board, key stakeholders, and the staff to enable the organization to fulfill its mission. This is a full-time position, hired by and directly accountable to the Board members through their elected chair.

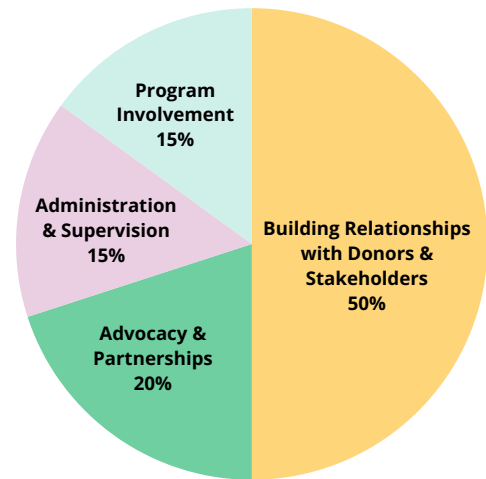
### Immediate Position Priorities

- Assess the strategic framework and create a vision to build an implementation plan
- Re-establish and build new relationships with donors and corporate partnerships; stewardship is crucial
- Build trust and nurture the current staff after time in transition; hire new staff to fill positions
- Get involved and be a presence in the community and the nonprofit communal space
- Understand the function of the programs, initiatives, and engagements and the teams that work in those spaces

## ROLE OVERVIEW

### Leadership, Strategy and Fundraising

- Lead the organizations through the lens of the strategic priorities: Access, Equity, and Sustainability.
- Act as the primary driver in donor and partner cultivation, solicitation, and stewardship to raise the remaining balance toward the capital campaign goal.
- Support the development of effective advocacy practices by continuously scanning external environments and maintaining knowledge of local, state-wide, and national influences and events.



### Advocacy & Partnership Building

- In support of advocacy and equity in Jacksonville and Florida in general, establish relationships with community leaders, funders, and like-minded mission-oriented organizations in the region.
- Serve as the chief spokesperson for JASMYN and effectively communicate the mission to external stakeholders.
- Understand and stay attuned to the political landscape and trends that are relevant for the community.

### Board Culture & Management

- Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial, programmatic, and impact performance against stated milestones and goals.
- Provide leadership as a member of JASMYN Properties, Inc. Board of Directors, guiding the vision and development of JASMYN facilities and their use.
- Ensure that the Board is expeditiously and fully informed on the financial and other conditions of JASMYN as well as any and all matters that may be deemed important.
- Support operations and administration of Board by advising and informing Board members, interfacing between Board and staff, and assuring preparation for Board meetings and committee meetings.

### Finance, Personnel & Operations

- Responsible for the fiscal integrity of JASMYN and its subsidiaries, including budgeting, managing financial resources, reporting and audit, as set out in the Accounting Policies and Procedures. Ensure financial statements accurately reflect the financial condition of the organization.
- Increase and diversify annual revenue streams; oversee fundraising planning and implementation with Development staff. Supports the Board to independently participate in the fund development process.

**Finance, Personnel & Operations (cont.)**

- Oversee and approve all hiring and personnel actions, monitor staff performance, and oversee all benefits administration, payroll processing and organization-wide personnel policy enforcement.
- Oversee compliance with organizational policies and procedures as well as federal, state and local regulations. Ensure that official records and documents are maintained and can be located by staff and Board leadership.
- Supervise JASMYN’s leadership team; maintain a healthy, equitable, and transparent organizational culture and ensure all JASMYN staff (compensated and volunteer) have access to supportive resources.

Key Facts		
JASMYN Budget Size	# of Direct Reports, Full Staff	Size of Individual Giving and Govt Grants
\$2.4M	5, 23	\$620K, \$1.1M

## THE IDEAL CANDIDATE

The ideal candidate for the CEO position possesses the following competencies:

<b>Strategic Mindset</b>	<b>Drives Vision and Purpose</b>	<b>Courage</b>
Seeing ahead to future possibilities and translating them into breakthrough strategies.	Paints a compelling picture of a vision and strategy that motivates others to action.	Relating openly and comfortably with diverse groups of people.
<b>Stakeholder Focus</b>	<b>Interpersonal Savvy</b>	<b>Instills Trust</b>
Building strong stakeholder relationships and delivering targeted solutions	Relating openly and comfortably with diverse groups of people	Gaining the confidence and trust of others through honesty, integrity, and authenticity.

### Additional Qualifications and Characteristics

- A leader with a demonstrated understanding of the nonprofit sector and the unique mission of JASMYN in supporting and empowering LGBTQ young people
- Proven experience in achieving significant goals with finite resources
- A commitment to building an organizational culture that prioritizes equity, safety, and transparency
- Understands the details and nuance of fundraising and development, including grants, stewardship, solicitations, etc.
- Background and knowledge in DEI, personally and professional; dealing with marginalized communities
- Deep understanding in working with boards and board governance
- Knowledge and exposure of the Florida political climate
- Experience in programming similar to JASMYN (i.e. homeless youth, HIV work, LGBTQ, etc.) and understands trauma-informed work
- Holds transparency and lifting up staff voices as a value
- Can relate to a diverse constituency
- Experience in managing multiple buildings of a campus, including leadership managing the end of a capital campaign including working with city agencies and local government on regulations and compliance
- Background in creative ways of finding resources with the ability to pivot
- Collaborates and knows how to create buy-in with staff and volunteers; knows how to build strong teams

## WHO WE ARE

### Work Environment

JASMYN has a hybrid work environment where all staff work onsite three days a week and from home two days a week.

- Flexible schedule, with some nights and occasional weekends required.

### Our Commitment to Diversity, Equity, & Inclusion

JASMYN strives to be a workplace that is representative of the community we serve. We are an equal opportunity employer and encourage leadership and participation from all individuals including LGBTQ (lesbian, gay, bisexual, transgender, and queer) people; people of all genders and gender expressions; Black, Brown and Indigenous People; People of Color; people living with HIV, and people with disabilities.

## COMPENSATION AND BENEFITS

### Salary

\$130,000 - \$150,000

JASMYN offers excellent benefits including health insurance, 401K retirement plan, paid holidays, and generous leave policy. Salary is commensurate with experience.

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by the end of July.

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[Submit an application](#)