



Job Title: LBTQ Initiative Manager
Reports to: Vice President of Grants, Programs, and Communications
Status: Full-time

ORGANIZATION BACKGROUND

[Horizons Foundation](#) has been dedicated to serving, funding, and helping to lead the LGBTQ community for more than 40 years. Established in 1980 as a San Francisco–based community foundation, Horizons’ mission is to invest in LGBTQ nonprofits, strengthen a culture of LGBTQ giving, and build a permanent endowment to secure our community’s future for generations to come.

The world’s first LGBTQ community foundation, Horizons is a national leader in promoting LGBTQ philanthropy, and was recently recognized as one of the LGBTQ movement’s “Top 10” funders by the national advocacy group Funders for LGBTQ Issues. Last year alone, Horizons distributed grants totaling \$5.9M to hundreds of nonprofits throughout the country, with more than half supporting organizations in the Bay Area. These grants went to support a wide array of nonprofits working on issues such as LGBTQ youth, LGBTQ seniors, anti-violence, LGBTQ mental health and health access, refugee and asylum for LGBTQ people fleeing persecution abroad, LGBTQ culture and the arts, and much more.

SUMMARY

The LBTQ Initiative Manager (LIM) is a member of the Grantmaking and Program team, whose primary responsibility is managing and coordinating the foundation’s two-year grant from the CA Department of Public Health. The purpose of this grant contract is to increase the likelihood and willingness of LBTQ Californians to access healthcare services by strengthening access and improve health outcomes for lesbian, bisexual, transgender, and queer people (LBTQ). The LIM will work closely both with Horizons colleagues as well as the six sub-contracting community nonprofits, most of which focus significantly on serving and advocating for transgender people. Along with health care services, the project includes education and outreach efforts, including launching public awareness health campaigns, for LBTQ people, with an emphasis on addressing the needs of LBTQ people of color, in the SF Bay Area and Sacramento. Key qualifications include experience in program development and management, managing large contracts and government reporting requirements, providing and/or working with consultant on meeting needed technical assistance, ability to work effectively with participating community organizations, commitment to the LBTQ community, and excellent attention to detail and writing skills.

PRINCIPAL RESPONSIBILITIES

- 1) *CA Department of Public Health LBTQ Initiative (85%)*
 - Develop strong working partnerships and clear lines of communication with both the six sub-contractor organizations and appropriate staff at the CA Department of Public Health Office of Health Equity (CDPH/OHE)

- Serve as the primary point of contact for CDPH/OHE regarding this contract as well as CDPH/OHE consultants that are part of the initiative and ensure implementation of data and evaluation requirements
- Oversee the sub-contractors' implementation of their respective sub-contractor agreements with Horizons and ensure that they are successful in carrying out those agreements and collecting all the necessary data as required by CDPH/OHE
- Plan, manage, and hold regular meetings with all sub-contractors and CA DPH/OHE
- Convene quarterly meetings of all sub-contractors for peer learning, education, and training
- Plan, develop, and convene all-day planning retreat(s) for all sub-contractors
- Identify sub-contractors' needs for technical assistance, and develop means to meet those needs through Horizons' internal expertise, outside consultants identified by Horizons, and/or consultants identified by CDPH/OHE Coordinate and take the lead role in fulfilling all required reporting to CDPH/OHE, ensuring that all reports are complete, accurate, and timely
- Develop and execute on a program evaluation strategy that covers the entire two-year grant period and that will likely engage outside consultant(s)

2) *Program and grantmaking support (15%)*

- Participate in and contribute to Horizons' other grantmaking and programmatic activities
- Participate in and contribute to Horizons' leadership in national Give OUT Day

OTHER DUTIES

- Function as a full-time member of Horizons' staff, and attend events, staff meetings, team meetings, and other organizational meetings and events as needed
- Occasional evening and weekend work hours required at various times throughout the year, in particular supporting Horizons' Grantmaking and Program meetings and events

DESIRED QUALIFICATIONS

- Bachelor's degree, Master's Degree preferred, or commensurate work experience
- A minimum of three years' full-time work experience in health care services access and/or health access outreach programs, especially community programs involving multiple partner organizations
- Experience with management and execution of CDPH state contracts and/or county city health contracts
- Significant knowledge of the LGBTQ community, LGBTQ health disparities, and the transgender community in particular
- Ability to read, analyze, and interpret documents, data, and other relevant information
- Superb attention to detail and commitment to quality
- Excellent communications skills and customer service in person, on the phone, and electronically

- Ability to maintain high degree of privacy and confidentiality
- Capable of working independently in a small, fast-paced environment and ability to take initiative and complete projects independently and on time
- Strong leadership and proven project management skills that lead the process from strategy to plans to implementation, evaluation, and learning
- High degree of proficiency in Microsoft Office suite of programs and Adobe Acrobat Professional

OUR IDEAL CANDIDATE WILL BE:

- **Passionate** about Horizons Foundation's mission with a demonstrated commitment to social justice and familiarity with the social and legal issues impacting the LGBTQ community, and the transgender community in particular
- **Superior in managing projects and priorities:** Ensure that all projects and activities are completed from start to finish with quality attention
- **An experienced professional:** A minimum of three years of clearly related experience
- **Highly organized:** The LIM will operate with significant independence and must be capable of managing a complex project without daily supervision
- **Committed to diversity, equity, inclusion, and belonging** as core organizational values and to racial, gender, and social justice, and to authentically articulate a commitment to equity and inclusion by their actions
- **Conscious about our community:** Be knowledgeable of our most pressing community issues, have a familiarity of local nonprofit organizations, and come with experience working directly with or for nonprofit/community-based organizations with strong missions
- **Strong work ethic, team-oriented, goal-driven, and with a positive and solution-oriented outlook**
- **A team player:** able to work effectively in a diverse workplace and to motivate and train volunteers
- The above statements are intended to describe the general nature of work being performed and are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

PHYSICAL REQUIREMENTS

The physical demands of this position are light with the expectation that the staff person can exert up to 20lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. The position requires frequent computer use at a workstation. Horizons Foundation will make reasonable accommodations in compliance with the ADA of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

COMPENSATION AND HOURS

This is a full-time salaried position. Your schedule may vary based on need and could extend at times into the early evening, with some very occasional weekend hours. Salary will be

determined upon hiring, informed by qualifications and experience, with the mid-point expected to be \$75,000. Horizons also offers a generous benefits package that includes full health, vision and dental coverage, vacation, sick leave, significant employer contribution to a 403(b) plan retirement plan, and the pride of working at an important community institution.

Please note that the current CDPH grant is for two years, beginning January 1, 2023. Additional/future CDPH support for this initiative and/or other state-funded initiatives, is certainly possible but not guaranteed.

Horizons currently operates on a hybrid work model in which all staff are expected to work in our downtown San Francisco offices on Tuesdays, Wednesdays, and Thursdays, with the option of working from home/remotely on Mondays and Fridays. Horizons also requires proof of COVID vaccination and booster status to ensure a healthy working environment for all.

EQUAL OPPORTUNITY

Horizons Foundation is an equal opportunity employer that supports and lives diversity in our staffing and values. We actively seek and welcome applications from people who identify as people of color; women; transgender, gender-conforming, and non-binary; LGBTQ; and people living with disabilities. We comply with all applicable federal, state, and local laws governing nondiscrimination in employment, and encourage and seek qualified candidates of all backgrounds.

APPLICATION PROCESS

Applications will be accepted until January 15 – early submissions are encouraged. To apply, please submit your resume and a cover letter **in a single pdf or word document** outlining your interest and qualifications to careers@horizonsfoundation.org with **MANAGER OF LBTQ INITIATIVE** in the subject line.