

Trans Housing Initiative St Louis (THISTL) seeks an Executive Director to help our organization bloom. We are a new, trans-led organization committed to tackling systemic injustices in housing and striving to end homelessness and housing instability for trans and gender-expansive adults in the St Louis metro region. We believe in a housing-first approach to homelessness and that queer liberation can only be achieved through solidarity across movements.

As a young organization, THISTL will depend upon the Executive Director and our active and dedicated board of directors to establish and grow our vision into a sustainable nonprofit that can effectively serve our community. THISTL is currently focusing on advocacy and education to address trans housing issues, and hoping to obtain funding in the future to start a transitional housing program. We seek an experienced leader who is fearless in taking the initiative, wearing many hats, and is excited to guide a new nonprofit into getting on its feet.

### **Major Responsibilities**

- Grant writing and reporting
- Fundraising and development
- Supervising 1 full-time staff member who would be a Program Coordinator working on housing advocacy and financial literacy projects, providing weekly consultation and mentorship
- Cultivating leadership skills and experience among staff through mentorship, supporting staff to pursue professional development opportunities as relevant to their work
- Developing and managing current and future budgets
- Establishing policies and procedures for all aspects of the organization's work, developing organizational handbook outlining said policies/procedures
- Building and maintaining collaboration and partnerships with other organizations in the St. Louis region
- Managing daily operations and organizational functions, coordinating bookkeeping, accounting, and payroll services with contractors
- Attending monthly board meetings and working with the board to ensure THISTL's sustainability and advancement of our mission
- Working towards obtaining a physical property to start a future transitional housing program
- Providing bi-weekly reports to the board on progress, status of projects, etc.
- Collaborating with board and staff to identify quarterly goals and measurements of success

- Working with the board to establish accountability and performance review systems for yourself and staff that include expectations for addressing any skills that are lacking, opportunities for improvement, professional growth, and constructive feedback

### **Desired Skills and Experience**

- Previous experience as an Executive Director of a small organization preferred, similar experience will be considered
- Experience working with the trans community (can include unpaid or lived experience)
- Experience in the housing field and/or in other related and relevant social services areas
- Excellent written and oral communication skills
- Experience using virtual meeting platforms such as Zoom
- Experience using computers, specifically Google Suite (Docs, Drive, etc.)
- Supervisory/mentorship experience
- Commitment and ability to promote an empowering, housing-first, anti-racist, anti-misogynist, sex-positive approach in the workplace, and in the implementation of THISTL's mission, vision, and values

### **Compensation**

This position is currently available as a **50% appointment (20 hours per week)** with an annual salary of **\$40,000 plus health insurance and retirement benefits**. Grant applications are currently pending that would allow for a full time Executive Director salary (ideally \$78,000 for 40 hours per week), and we hope that the chosen candidate will help us achieve and maintain the goal of keeping this a full time permanent position through grants and fundraising.

### **Work Environment**

In order to save on overhead costs, THISTL does not have a dedicated office space. The Executive Director will be provided with a work laptop and mobile phone. There is a possibility to use space as needed in our partners' offices for meetings, but this is primarily a work-from-home position. Candidates are expected to work from and reside in the St Louis metro region. In order to achieve the responsibilities of this position, occasional evening and weekend work may be required.

The physical demands that must be met by an employee to successfully perform the essential functions of this job may include: walking, standing, climbing stairs, stooping, bending, kneeling, reaching, lifting, and carrying. Extended hours in front of a computer or mobile phone screen will be typical. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

**TO APPLY:** Send cover letter and resume to [transhousingstlouis@gmail.com](mailto:transhousingstlouis@gmail.com)