



1089 Mission Street | San Francisco, CA 94103
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www.stjamesinfirmary.org

Interim Executive Director
Full Time, 40 hours per week
\$100,000 - \$125,000 annually (Salaried, Exempt)
Start date: July 1, 2023

About St. James Infirmary:

St. James Infirmary (SJI) offers free, confidential, nonjudgmental medical and social services for Sex Workers (current or former) of all genders and sexual orientations. We are the first occupational health and safety clinic in the U.S. run by Sex Workers for Sex Workers! St. James Infirmary works actively to combat racism, classism, misogyny, homo- and transphobia, ableism, and all other forms of oppression that lead to discrimination, stigma, and marginalization.

Philosophy:

There are many factors which affect the working conditions and experiences for all Sex Workers including the political and economic climate, poverty and homelessness, stigmatization, violence, as well as the overwhelming intricacies of the legal, public and social systems. It is the philosophy of St. James Infirmary to build upon existing skills and strengths in order to allow individuals to determine their own goals while providing culturally competent and non-judgmental services.

Position Overview

St. James Infirmary is currently transitioning our leadership and governance structure, and the Interim Executive Director serves a critical function in this effort, helping move projects forward to completion. The responsibilities of this position may evolve during this process to accommodate the needs of the organization.

In this integral leadership role, the Interim Executive Director will advance our mission and enhance organizational activities to more broadly serve the Sex Worker community as we move closer to our 25th year of service. St. James Infirmary's Interim Executive Director is a full time, salaried, San Francisco-based position with a flexible schedule, reporting directly to the Board of Directors.

The Executive Director is responsible for the organization's consistent achievement of all organizational goals and objectives, including fundraising, advocacy and policy initiatives, developing and maintaining community networking activities and strategic partnerships, and is tasked with being the outward facing representation of the agency.

The Executive Director supervises the Finance Director, the Interim Operations Manager, and Program

Directors.

The Executive Director will be based in our Mission Street main office, with the possibility of some remote work. Working hours are flexible, but expected to remain with the range of traditional business hours. Some evening and weekend hours may be required, as well as local and national travel for meetings and conferences as needed.

Duties and Responsibilities

Leadership & Organizational Development

- Provide leadership that supports the mission and philosophy of SJI, and actively engages the community
- Serve as the organizational liaison to the Board of Directors, attend all meetings and prepare summaries and reports for each meeting, and correspond with members regarding Board activities
- Execute on policies, legal issues, and all governance in collaboration with the Board of Directors
- Assist in the recruitment of board members and associates
- Provide oversight for the entire organization, and ensure compliance with all organizational policies and procedures to provide high-quality and efficiently run programs and services, that operate in accordance with government and funding guidelines, quality assurance protocols, and accounting practices
- Lead strategic planning activities, in collaboration with the Board of Directors and staff, incorporating input from participants and community members
- Cultivate and manage strategic partnerships with targeted and influential supporters, including media, academic leaders, large nonprofits and other organizations, and other influences to help advance SJI's mission
- Maintain a working knowledge of significant developments, policies, and trends in the field

Fundraising & Finance

- Provide leadership in developing organizational and financial plans and budgets with the Board of Directors and finance staff
- Maintain the fiscal integrity of the organization, including submission to the board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization
- Monitor and track the progress of budget and/or financial plans and revise annual operating budget(s) in cooperation with Board of Directors in partnership with finance staff
- Responsible for overseeing high level administration of bank accounts, payments, wire transfers, and other instruments on behalf of the organization as needed
- Oversee monthly and annual financial reporting, completion of annual audit, completion and filing of tax returns, and submission of reports to appropriate government funders
- Responsible for the leadership in developing current and additional earned and contributed revenue streams to provide necessary resources for the organization's continued sustainability
- Develop and coordinate the execution and implementation of a comprehensive 5-year fundraising plan for the organization
- In collaboration with the Board, Operations and Development staff, lead all fundraising activities including grant-writing, individual donor campaigns, and fundraising events in order to meet the financial needs of the organization and ensure consistent operations and programming
- Engage new and existing partners from various sectors to support and enhance fundraising activities
- Supervise process for tracking fundraising activities and assessing continual funding growth

- Supervise all consultants, and promote active and broad participation by volunteers in all areas of the organization, in collaboration with Operations, Finance and Program Director staff

Advocacy & Communications

- Create a culture of transparency and respect throughout the organization and maintain positive internal and community relationships
- Support existing community partnerships and collaborations, and engage in cross-movement relationship building on an on-going basis
- Develop and maintain guidelines for obtaining information and evaluating data on the communities we serve to help inform policy efforts and improve the quality of life for Sex Workers
- Promote the organization through strategic communications including social media, reports and materials, essays and articles, academic forums, and other community/public/media engagement
- Serve as SJI's primary contact with all media outlets and press, including generation of press releases, marketing language, podcasts, and able to speak extemporaneously and answer questions about SJI, our plans, values, and operations
- Other related duties and responsibilities to support the working of St. James Infirmary as required

Required Skills and Qualifications

- 5+ years leadership experience in nonprofit organization
- 5+ years experience with supervising diverse management teams, supporting cross-functional collaboration, setting clear goals and implementing action plans
- Understanding of nonprofit financial management protocols, creation and management of complex budgets, contract compliance, and audit completion processes
- Understanding of fundraising and development work that includes individual giving, corporate support, events, and grant-writing
- Understanding of local and State government interactions and dynamics
- Understanding of, and ability to lead the process of ongoing strategic planning, fundraising planning, and research and evaluation activities
- Lived experience in and/or detailed knowledge of the sex industry and occupational health and safety issues affecting/impacting Sex Workers
- Deep of harm reduction, and trauma-informed care principles and programming
- Commitment to cultural humility and experience working with people of different racial and ethnic backgrounds, genders identities, sexual orientations, people who use substances, including injection drugs, those experiencing homelessness, people with mental health challenges, people with disabilities, and people living with HIV/AIDS and/or Hepatitis C
- Commitment to SJI mission and values, ability to provide outstanding leadership and work cooperatively with colleagues and community members with the highest degree of integrity
- Ability to maintain composure and provide clear leadership and de-escalation of conflicts during chaotic or emergency situations Excellent written, verbal, and communication skills, including drafting press releases and serving as a media spokesperson to represent the organization's best interest
- Highly organized and excellent attention to detail
- Ability to thrive and multitask in a fast-paced environment
- Capable of protecting sensitive information in a confidential manner
- Working knowledge of Microsoft Office, Google Apps, Social Media, and other needed software
- Bilingual English/Spanish preferred

HOW TO APPLY:

Please submit a thoughtful cover letter explaining your interest in St. James Infirmary and where/how you found out about this career opportunity. Email your cover letter and resume to jobs@stjamesinfirmary.org. Please write your name and the title for this position (“Your Name – Interim Executive Director”) in the subject line of your email. Incomplete applications will not be considered.

St. James Infirmary is an equal opportunity employer. *We strongly urge candidates with sex work experience who are trans or gender non-conforming, and/ or people of color to apply.*

BENEFITS

St. James Infirmary offers a competitive salary, commensurate with experience and skills, health insurance, vision and dental insurance, and other employee benefits.