



## Executive Director

*Remote*

**Kathy Kraushar**  
Executive Search Consultant

[kathy@coopercoleman.com](mailto:kathy@coopercoleman.com)

[www.coopercoleman.com](http://www.coopercoleman.com)  
Chicago | Cincinnati | New York | San Francisco

## About Lambda Literary

Lambda Literary is the most comprehensive LGBTQ literary nonprofit in the US, serving writers at every stage of their careers, and readers of every age. Lambda Literary, believes lesbian, gay, bisexual, transgender, and queer literature is fundamental to the preservation of their culture, and that LGBTQ lives are affirmed when their stories are written, published, and read.

Lambda Literary's longevity in the LGBTQ literary space as well as the wide array of services it has provided to the community for over 30 years have positioned the organization as a hub for LGBTQ literature nationwide. Its unique value is the holistic and centralized support it can and does offer to the community of authors, readers, agents, publishers, teachers, librarians, and others who turn to Lambda for touchstone resources that enrich their personal and professional engagement with LGBTQ literature at various stages of their development and work.

Lambda Literary is poised to thrive. Undergirded with a new, community-driven strategic roadmap and an expanded donor base, Lambda Literary is at the threshold of a new phase in its institutional lifecycle, where the formidable strength of its 34-year history and the unique scope of its programmatic offerings and services converge with expanded public discourse about the diversity and range of LGBTQ stories as well as a broader societal interest in justice and equity.

Now more than ever, they need to ground themselves in the power of their words, nurturing their individual and collective creativity and artistic capacity as a means to fuel and sustain their communities, preserve and expand their rich creative legacy, and resist the forces that continue to try to undermine them. Centering these goals remains a radical act.

Lambda Literary traces its beginnings to 1987 when Lambda Rising Bookstore in Washington, DC, published the first Lambda Book Report journal of LGBTQ book reviews. Since then, numerous programs have emerged.

**The Lambda Literary Awards** were born in 1989 to identify and celebrate the best LGBTQ books of the year. Lambda Literary Foundation was incorporated as a nonprofit in 1997. The Lambda Literary Awards Gala (aka "**The Lammys**") has become a signature event for the LGBTQ literary world, attracting hundreds of book submissions, over 500 attendees, and national attention for the work of LGBTQ writers.

In 2007, Lambda founded its **Writers Retreat for Emerging LGBTQ Voices**, a nationally recognized residency designed to cultivate and catalyze the talent of new LGBTQ writers.

**The Lambda Literary Review (LLR)** serves as the organization's most significant interface with readers, writers, agents, booksellers, publishers, editors, educators, and librarians, publishing more than 200 book reviews and some 50+ interviews and feature articles annually, with a monthly readership of 50,000.

Their **Writers in Schools** program brings LGBTQ authors into K-12 classrooms for readings, study, and discussions, and has been steadily expanding via strategic partnerships with the nation's largest school district, New York City Public Schools.

Lambda Literary has a vibrant and engaged national Board of Directors and a diverse and dedicated donor community comprised of individuals, foundations, corporations, and the public sector. They are proud of what the organization has achieved so far, and are energized by the possibilities ahead.

## Position Summary

Lambda Literary is seeking an experienced, visionary, strategic, inspirational Executive Director with the track record, skills, and energy to lead them on the next stage of their journey. The Executive Director will partner with the Board to implement the new strategic roadmap and manage a talented and dedicated staff in developing and executing a plan to realize the goals and mission of the organization. The ideal candidate will be a skilled, persuasive communicator capable of dynamic engagement with a diverse array of stakeholders, partners, and constituents. They will have a strong record of achievement in fund development and will lead the organization in crafting and delivering a fund development plan that not only sustains the needs but also enable Lambda Literary to achieve future growth and aspirations.

The ideal candidate will be tenacious, adaptable, empathetic, patient, diplomatic, and unpretentious. They will have a personal connection to the LGBTQ reading/writing communities. They will have the capacity to support and lead effective advocacy, and a deep understanding of the unique challenges and opportunities that come with working within oppressed and marginalized communities.

## Responsibilities

The Executive Director is responsible for the overall leadership and management of Lambda Literary. Specifically, the Executive Director is charged with achieving the following:

### Board Relations/Governance

- » Develop strong, positive working relationships with the Board of Directors
- » Support Board leadership in advancing the work of the Board, including new member recruitment, team building and engagement, and individual Board member performance management and support.
- » Inform the Board regularly of progress, developments, and significant events

### Program and Staff Management

- » Supervise a fully remote, national staff of six and a cadre of consultants to deliver on the programs offered and the promises made to constituents and donors

- » Lead the Board and staff in a process to continue to refine and expand successful programs, and to conceive, design, and launch new programs and initiatives to further amplify the organization's impact and reach
- » Serve as lead staff to ensure the success of the annual Lambda Literary Awards Gala, Lambda's signature and primary fundraising event

### **Financial Management**

- » Maintain sound financial policies and practices
- » Produce monthly financial reports
- » Prepare annual budget for Board approval; manage revenues and expenses to that budget; forecast and adjust to variances as they occur to maintain financial stability
- » Ensure compliance with applicable federal, state, and local laws and regulations, as well as accurate, informative reporting as required by the Board, constituents, and law

### **Fund Development**

- » Develop and execute a comprehensive fund development strategy and plan to secure adequate resources to sustain their efforts, and to support strategic, planned growth. The annual budget for the organization has been growing steadily for several years, and is currently \$750,000. The growth is expected to continue in line with strategic goals
- » Oversee key fund development efforts, including (but not limited to) major donor cultivation and stewardship, seasonal appeals, grant preparation and reporting, backing from corporations and nonprofits, and Lambda Literary Awards sponsorship campaigns

### **Communications/External Relations**

- » Develop and execute strategies to elevate the visibility of Lambda Literary's work and of the contributions of LGBTQ writers
- » Serve as an articulate, enthusiastic spokesperson on behalf of the organization; cultivate Lambda Literary as a go-to resource for media and public commentary on pertinent issues affecting Lambda's communities and constituents
- » Maintain excellent relationships with peer organizations and major stakeholders.
- » Develop and execute advocacy campaigns around issues affecting Lambda Literary communities
- » Cultivate strategic partnerships with other organizations and key stakeholders to advance Lambda's mission and goals

### **Results and Impact**

- » Develop ways to track and evaluate the impact and effectiveness of Lambda Literary's programs to allow for course correction, inform planning, and further engage donors

# Reporting Relationships

The Executive Director reports directly to the Board of Directors and has the following supervisory responsibilities:

- » **Communications Manager**
  - Two Communications Interns
- » **Individual Giving Manager** – new position, vacant
- » **Lambda Literary Awards Manager**
  - Poetry Awards Fellow
- » **Writers in Schools Manager**
  - Two Program Coordinators
- » **Writers Retreat for Emerging LGBTQ Voices Manager**
- » **Administrative Program Coordinator**

*(Bold indicates direct report)*

# Education + Experience

- » Bachelor's Degree and/or equivalent work experience in nonprofit management
- » Proven leadership abilities and acumen to successfully assess and further develop the strategic framework, talent, and resources to position the organization for growth
- » Experience successfully developing and managing operational budgets
- » Demonstrable commitment to leading staff and strategies with a justice, equity, inclusion, and belonging (JEDI) lens
- » Ability to build relationships and lead a collaborative, inclusive approach in working with diverse cross-functional teams
- » Proven success managing through change; comfort working under tight timelines in a fast-paced environment with grace and good humor while ensuring quality and accountability
- » Experience as a skilled spokesperson a plus
- » Strong record of fund development
- » Knowledge of or experience in the LGBTQ literary landscape a plus

## Skills + Competencies

- » High emotional intelligence; able to understand the needs and concerns of partners and colleagues
- » Ability to foster dynamic engagement with a diverse array of stakeholders, partners and constituents
- » Comfortable with change; flexible and agile in a constantly transforming environment
- » Highly organized with excellent time and project management skills
- » Experience working in a diverse and geographically distributed organization
- » Ability to cultivate and maintain strong relationships remotely
- » Strong problem-solving skills; resourceful, proactive, self-motivated with a strong sense of ownership and accountability
- » Passionate belief in LGBTQ writers
- » Possess the following personal attributes: Tenacious, Adaptable, Empathetic, Patient, Diplomatic, Unpretentious, Trustworthy, Strategic, Organized, Results-driven, Self-starter, Inclusive, Transparent, and Collaborative
- » Ability to balance time, care, and trust-building
- » Integrity in every word and action

## Leadership + Key Colleagues

*(Please do not contact the organization or its leaders directly)*

### **Roz Lee, Board President**

Roz Lee (she/her) has dedicated her career to advancing racial, gender, economic and LGBTQ justice through philanthropy, community organizing, legislative advocacy, and popular education. Currently, Roz serves as Head of Philanthropy at the Equality Fund, a global organization committed to funding feminist futures. She formerly worked at the Ms. Foundation for Women, where she led efforts to invest in organizations led by and for women and girls of color, including transgender women and girls, to advance meaningful social, political and economic change. As Director of Social Justice Initiatives at the Arcus Foundation, she designed and implemented innovative global and domestic philanthropic approaches to advancing strategies at the intersection of race, gender, sexual orientation and gender identity. Roz is the first-ever Professor of Practice at the Alice Paul Center/Gender Studies and Women's Studies Program at the University of Pennsylvania. She volunteers for numerous organizations committed to advancing racial equity, gender justice and LGBTQ equality. Roz lives with her spouse and daughter in Harlem.

## Andrea “Andy” Marra, Board Vice President

Andrea “Andy” Hong Marra (she/her) is executive director of the Transgender Legal Defense + Education Fund (TLDEF). Prior to TLDEF, she spent five years leading external communications at the Arcus Foundation; managed public relations at GLSEN, a national organization focused on LGBTQ issues in K-12 education; was co-director at Nodutdol for Korean Community Development; and served as a senior media strategist at GLAAD. Andy currently serves as Board Chair of the Freedom for All Americans Education Fund. She has previously served on the boards and advisory councils of Chinese for Affirmative Action, the Funding Exchange, Human Rights Campaign, Just Detention International, and the National Center for Transgender Equality. Andy has been honored by the White House and the City of New York for her contributions to the LGBTQ community, profiled in The Advocate’s “Forty Under 40,” and listed as one of The Huffington Post’s “Most Compelling LGBT People.” She is also a past recipient of GLSEN’s Pathfinder Award, National LGBTQ Task Force Creating Change Award, NQAPIA Community Catalyst Award, and the Colin Higgins Foundation Courage Award.

## Monica Carter, LGBTQ Writers in Schools Manager

Monica Carter (she/her) is a writer, poet and reviewer. She was a PEN Center USA Emerging Voices Fellow, a Lambda Literary Foundation LGBT Emerging Voices Fellow and a fiction graduate of the prestigious PEN Center’s MARK program. Her fiction has appeared in literary journals including The Rattling Wall, Black Clock, Cactus Heart, Bloom and the anthology Strange Cargo. Her nonfiction has appeared in publications including Black Clock, World Literature Today and Foreword Reviews. She served as a judge for the Best Translated Book Award in poetry and fiction from 2008-2015. Monica currently manages Lambda Literary’s LGBTQ Writers in Schools. She is currently finishing her first novel.

## Compensation + Benefits

The salary range for this position begins at \$110,000.

A competitive benefits package is provided, including:

- » Medical\* and Dental\*
- » Paid Time Off 12 days in year one, increasing with tenure)
- » Lambda Literary observes ten (10) paid holidays per year
- » Short-term disability insurance\*
- » 403(b) retirement account

*\*Medical and dental premiums are covered in full for the employee.*

As a reflection of our firm’s commitment to equity and equal pay for all, it is Cooper Coleman’s requirement that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against women, people of color, and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

## Location + Travel

This position is fully remote and will require periodic travel throughout the United States.

## EEO + Diversity, Equity, and Inclusion

Lambda Literary is an equal employment opportunity employer. We strongly encourage people with multiple marginalized identities to apply, including people who identify as queer or trans, people with disabilities and/or people of color. Lambda Literary does not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law.

## Background Checks

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials represented at the time of offer.

## Submission Instructions *(read carefully)*

[Cooper Coleman](#) is leading this search on behalf of Lambda Literary. To apply, please [visit this link](#) ([www.coopercoleman.com/current-searches](http://www.coopercoleman.com/current-searches)). Inquiries and nominations of qualified candidates can be sent to:

**Kathy Kraushar**  
[kathy@coopercoleman.com](mailto:kathy@coopercoleman.com)

**Kindly use the position title as the subject line of your email.** All inquiries will be held in confidence.

**A cover letter is not required with your initial application but is welcomed to help us understand your fitness for this role during our initial evaluation.** Candidates invited for



interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join Lambda Literary, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.

*Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.*

## Follow Lambda Literary and Stay Engaged



<http://www.lambdaliterary.org/>



[@LambdaLiterary](https://twitter.com/LambdaLiterary)



[@lambdaliterary](https://www.instagram.com/lambdaliterary)



<https://www.linkedin.com/company/lambda-literary/>



<https://www.facebook.com/lambdaliterary/>

## About Cooper Coleman

Cooper Coleman is a full-service recruiting and consulting firm partnering exclusively with nonprofit organizations, foundations, and research and academic institutions to drive meaningful growth. We move organizations *forward* by placing the right leaders in the right roles at the right time, and we help to strengthen management and fundraising capacity to amplify their mission and impact.

Follow us to stay informed of new opportunities.



[www.coopercoleman.com](http://www.coopercoleman.com)



<https://www.linkedin.com/company/coopercoleman>