

Position: Community Advocacy and Engagement Director

Reports To: Executive Director

Classification: Full-time (40 hours/week), exempt

Work Location: On-Site, OutReach LGBTQ+ Community Center (2701 International Lane, Madison WI)

Please submit a cover letter along with your resume by email to OutReach's leadership team (damontaej@lgbtoutreach.org / steves@lgbtoutreach.org / tarahs@lgbtoutreach.org). Applications are due by **November 23rd, 2025 at 11:59 PM**. Any applications submitted after the date listed will not be considered. Please do not call regarding the position.

Overview

OutReach LGBTQ+ Community Center is Wisconsin's longest standing LGBTQ+ support and social services organization. We are committed to equity and quality of life for all LGBTQ+ people through community building, health and human services, and economic, social and racial justice advocacy.

OutReach is seeking a driven **Community Advocacy and Engagement Director** to collaboratively lead the strategic direction and daily operations of our community center and services. This individual will be responsible for overseeing several community advocacy and engagement staff and will be tasked with providing leadership, support and evaluation to ensure our programming continues to align with the needs of Dane County's LGBTQ+ community.

Essential Duties

The Community Advocacy and Engagement Director will be primarily responsible for the following duties:

- Provide human-centered, empathetic, and community-oriented leadership to Community Advocacy and Engagement Staff.
- Oversee program planning, evaluation, and reporting for advocacy and engagement initiatives.
- Provide hands-on program facilitation when necessary to support Community Advocacy and Engagement initiatives.
- Collaborate with staff and community partners to connect clients to social services and community resources.

- Build and maintain partnerships with local businesses, community organizations, and healthcare systems to expand the Center's reach and impact.
- Assist with budget development, grant writing, and operational management.
- Assist with the planning and coordination of special events and programs organized by OutReach such as the Magic Pride Festival.
- Occasional other duties as assigned by the Executive Director.

Experience and Qualifications

To perform this role well, you should have personal, professional, and/or lived experience in some or all of the following:

- Supervision and management of diverse teams of individuals (prior management, supervisory experience, and/or leadership roles in community organizing required).
- Written and verbal communication skills including but not limited to meeting facilitation, public speaking, and educational content creation.
- Proficiency in Microsoft Office Suite (Outlook, Teams, Word, Excel, and others).
- Partnership building and navigation of complex community relationships.
- Budget management and familiarity with grant writing or other forms of funding procurement highly preferred.
- Must have and maintain a valid driver's license, automobile insurance, and access to a vehicle.

Keys to Success

To be successful in this role, you should:

- *Have strong interpersonal and personnel management skills.* The Community Advocacy and Engagement Director supervises a diverse team and works alongside other supervisory staff to create and maintain a culture of mutual accountability, respect, and empowerment. This person must have strong people skills, be able to skillfully manage and mediate conflict and maintain strong work-life boundaries.
- *Be able to balance attention to detail with the big picture.* The Community Advocacy and Engagement Director helps ensure that the day-to-day operations and activities within the Community Advocacy and Engagement department are carried out in accordance with our organization's policies, principles, and values. This requires balancing short-term goals or management of small projects with long-term strategic objectives and overall health of the organization.
- *Be committed to OutReach's mission, vision, and values.* Our staff are all driven by our commitments to LGBTQ+ community-building and social justice. Everyone on staff is expected to adhere to our organization's policies, which are rooted in liberatory harm reduction, restorative and transformative justice, and dismantling white supremacy culture.

Supervisory Responsibilities: This position directly supervises the Elder Advocate, Transgender Advocate, Basic Needs Advocate, and Community Engagement and Volunteer Coordinator.

Hours: This is a full-time position, core hours and days must occur during OutReach LGBTQ+ Community Center's business hours Monday through Friday from 12:00pm through 6:00pm., with occasional evening and weekend hours.

Compensation and Benefits:

- Pay Rate: \$56,160 - \$60,320 (\$27 - \$29 per hour, salaried)
- Eligible for benefits including health (employer pays 95%), dental, vision, life insurance, and more.
- Paid time off including vacation, personal, and sick days in addition to 10 paid holidays per year.

Travel: Travel is primarily local (within Dane County).

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those an employee will encounter while performing the essential functions of this job satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee may be regularly required to remain in a stationary position for extended periods of time (can alternate between sitting and standing), utilize hands and fingers to operate essential office technology (i.e. computer, phone, etc.) and occasionally move about inside the office to collaborate with coworkers or access program supplies. The employee must have the ability to communicate accurate information and ideas in a way that fellow employees will be able to understand and observe details at a close range (i.e. when utilizing a computer). Occasionally, staff may be required to move up to 25 pounds, utilize stairs, and move distances during outreach events on unstable grounds.

Work Environment: Our community center functions similarly to a traditional, professional office environment which requires the use of standard office equipment like computers, telephones, copier/printers. Because we are a gathering space for our community, there are consistent distractions and varying levels of noise throughout the center during our open hours. The employee may also be asked to participate in outdoor or offsite community outreach activities and may be exposed to variable weather conditions and noise levels.

OutReach Equal Opportunity Statement

OutReach LGBTQ+ Community Center provides equal employment and advancement opportunities to all staff members. Employment decisions are based on merit, qualifications, lived experience, and skills.

We do not discriminate in employment opportunities or practices on the basis of race, creed, religion, national origin, immigration status, socioeconomic status, ancestry, age, size, sex, sexual orientation, gender, familial status, veteran status, disability, AIDS/HIV status, medical condition, prior conviction, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, or any other characteristic protected by law.

OutReach values applicants who identify as Black, Indigenous, People of Color and other minoritized groups; women; queer, transgender, gender non-conforming, and gender fluid people.