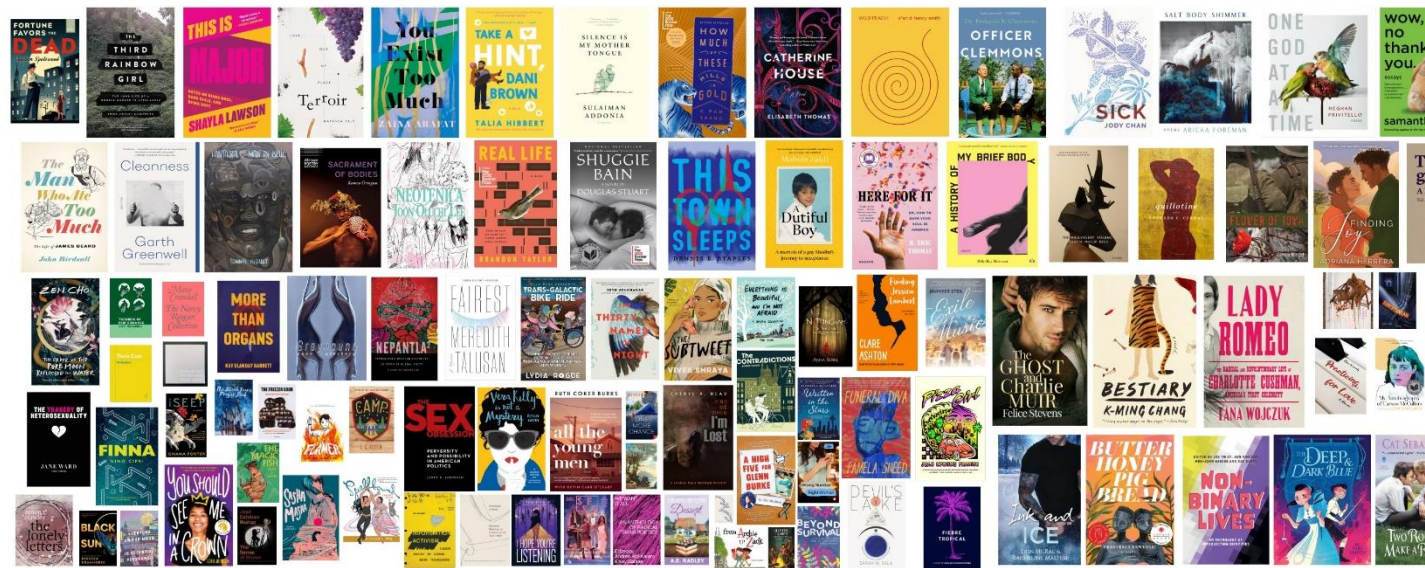




# LAMBDA LITERARY

The Nation's Leading LGBTQ Literary Organization



## EXECUTIVE DIRECTOR

*Remote*

**DRi Waterstone**  
HUMAN CAPITAL

DRiWaterstone Human Capital  
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Arlington, VA 22201  
703-294-6684

<http://www.driwaterstonehc.com/>



## About Lambda Literary

### MISSION:

Lambda Literary nurtures and advocates for LGBTQ writers, elevating the impact of their words to create community, preserve our legacies, and affirm the value of our stories and our lives.

### HISTORY:

Lambda Literary traces its beginnings to 1987 when L. Page (Deacon) Maccubbin, owner of Lambda Rising Bookstore in Washington, DC, published the first Lambda Book Report, which brought critical attention to LGBTQ books.

The Lambda Literary Awards were founded in 1989 to identify and celebrate the best LGBTQ books of the year. In 1997, the Lambda Literary Foundation was incorporated as a nonprofit. 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)** is the organization’s most significant interface with readers, writers, agents, booksellers, publishers, editors, educators, and librarians. It publishes over 200 book reviews, some 50+ interviews, and feature articles annually and has a monthly readership of 50,000.

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



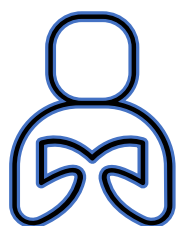
## Vision, Value, and Impact

### VISION

Lambda's work is essential to the growth and nurturing of an ecosystem of cultural agents, influencers, and everyday people who value LGBTQ+ lives, literature, and stories.

### VALUE

Lambda Literacy's longevity in the LGBTQ literary space and the vast array of services it has provided to the community for over 30 years has positioned the organization as a hub for LGBTQ literature nationwide. Its unique value is the holistic and centralized support it offers 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.



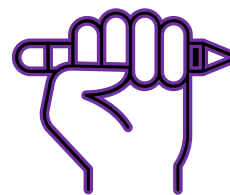
**557,000**  
Site visitors read  
our reviews and  
interviews



**55,000**  
Queer book lovers  
follow us on  
social media



**10,000**  
Students reached each  
year through LGBTQ  
Writers in Schools



**637+**  
Aspiring author's lives  
have changed at the  
annual Writers Retreat



## The Opportunity: Executive Director

Lambda Literary, a cornerstone in celebrating and preserving LGBTQ literature for over 35 years, is at a pivotal moment in its journey. As public discourse increasingly embraces the diversity and richness of LGBTQ stories, the organization is uniquely positioned to expand its impact amidst growing societal interest in justice, equity, and inclusion. In an era where the political landscape is increasingly marked by efforts to ban books and restrict access to diverse voices, Lambda Literary's mission has never been more urgent or vital.

Reporting to and working closely with the Board of Directors, the Executive Director (ED) oversees and manages an annual budget of \$1.4M. The ED will lead a dedicated team of 7, including three direct reports, and is accountable for building and leading high-performing staff, ensuring all are aligned and collaborating to achieve maximum organizational impact. They will lead Lambda Literary as a powerful advocate against the suppression of LGBTQ narratives and embrace this extraordinary opportunity to shape Lambda Literary's future as a leader in the cultural and literary space.

### **Executive/Operational Leadership and Oversight**

The ED assesses the organizational capacity to implement strategies and identify gaps in systems and staffing and ensures goals of inclusiveness and diversity while:

- ❖ Supervising, motivating, developing, and holding staff accountable, ensuring staff members have appropriate skills and resources to further the work of Lambda Literary.
- ❖ Working with staff to foster values and mutual trust; maintaining and building a strong, inclusive, motivated, and collaborative team; anticipating and adapting leadership style when needed.
- ❖ Working with the bookkeeper to manage organizational spending, monitor budget compliance, and mitigate financial risks.
- ❖ Developing 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.



## The Opportunity: Responsibilities

### Fund Development and External Relations

As the Chief Fundraiser and principal spokesperson for Lambda Literary, the Executive Director is responsible for:

- ❖ Developing and executing a comprehensive fund development strategy and plan to secure adequate resources to sustain mission efforts and to support strategic, planned growth.
- ❖ Overseeing 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.
- ❖ Working with the Board, senior management, and/or consultants to develop new sources of revenue through solicitation identification, proposal writing, and fundraising campaigns – particularly with institutional foundations.
- ❖ Exceptionally stewarding current funders.
- ❖ Developing and executing strategies to elevate the visibility of Lambda Literary’s work and of the contributions of LGBTQ writers.
- ❖ Driving Lambda Literary as a go-to resource for media and public commentary on pertinent issues affecting Lambda’s communities and constituents.
- ❖ Maintaining excellent relationships with peer organizations and major stakeholders.
- ❖ Developing and executing advocacy campaigns around issues affecting Lambda Literary communities.
- ❖ Cultivating strategic partnerships with other organizations and key stakeholders to advance Lambda’s mission and goals.



## The Candidate: Qualities and Experience

The successful candidate will be a dynamic and inspirational leader with a strong understanding of the nonprofit space and deep financial acumen, essential for managing the organization's budget and ensuring its sustainability. Ideally, they will have a personal connection to the LGBTQ reading/writing communities. They will be able to support and lead effective advocacy and have a deep understanding of the unique challenges and opportunities that come with working within oppressed and marginalized communities.

### IDEAL QUALITIES:

- ❖ **Visionary Leadership:** A demonstrated ability to set and implement a strategic vision that aligns with Lambda Literary's mission and goals, ensuring the organization's growth and sustainability.
- ❖ **Fundraising Expertise:** A proven track record in fundraising, able to craft and execute a comprehensive fund development plan that meets current needs and future goals.
- ❖ **Financial Acumen:** Strong expertise in financial management and budget oversight, with the capacity to ensure the organization's financial health and align resources with strategic priorities.
- ❖ **Awareness of the Literary Space:** An understanding of the literary sector and the ability to adapt to its evolving landscape, regardless of direct experience in the field.
- ❖ **High Emotional Intelligence (EQ):** Exceptional interpersonal skills, with the ability to navigate complex relationships and engage diverse stakeholders with empathy and insight.
- ❖ **Equity and Inclusion Focus:** A demonstrable commitment to justice, equity, diversity, and inclusion, with experience in leading initiatives that promote these values within the organization and its external engagements.



## The Candidate: Skills and Competencies

### EDUCATION & EXPERIENCE:

- ❖ Bachelor's Degree or equivalent experience of five or more years as an executive leader/senior management 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
- ❖ 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 is a plus

### SKILLS & COMPETENCIES

- ❖ 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
- ❖ Effective and proactive communicator, facilitator, problem solver, and decision-maker
- ❖ 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
- ❖ Strong professional reputation and record of integrity, sound judgment, sense of accountability, and respect for established ethical standards



Applications should be submitted at  
<https://driwaterstonehc.com/position/lambda-literary-ed/>

BJ Davis is leading this search for DRiWaterstone.  
Questions? Please contact [davis@driwaterstonehc.com](mailto:davis@driwaterstonehc.com)

**Compensation:**

\$150k salary per year.

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.

**Location:**

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 based on 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.

All first-round interviews for this position will take place via video conference with DRiWaterstone.

DRiWaterstone is women founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.