

Program Director

Job Description

[Charlotte Pride](#) seeks an experienced, successful and enthusiastic full-time Program & Events Director to produce all Charlotte Pride events/programming, including the 2017 Charlotte Pride Festival & Parade (August 26-27, 2017). The Program & Events Director will provide leadership and management of all Charlotte Pride events, organizational assets and processes, as directed by the Board of Directors.

Responsibilities

- 2017 Charlotte Pride Festival & Parade Ownership and Management
 - Oversee all aspects of Charlotte Pride's two-day, outdoor 2017 parade and festival (2016's event attracted over 130,000 visitors)
 - Lead festival committee meetings
 - Solicit new sponsors and liaise with sponsors and vendors to identify their needs, gather required materials and funds and ensure satisfaction; manage service provider contracts
 - Provide feedback and regular reports to stakeholders
 - Work with Board members and super volunteers in advance of the event to assign volunteer project management responsibilities and oversee task completion
 - Ensure compliance with insurance, legal, health and safety obligations
 - Work with marketing and PR volunteers to promote and publicize event
 - Conduct pre- and post – event evaluations and report on outcomes
- Development Manager & Fundraiser
 - Identify and write grants for Charlotte Pride funding
 - Coordinate all of the organization's fundraising events, in conjunction with the board and volunteers
 - Develop and implement individual fundraising campaign, including donor recruitment, cultivation and relations
- Ownership of the development and implementation of programs and services in addition to the annual festival that further the mission of Charlotte Pride, including but not limited to Charlotte Pride's annual film festival, Latin Pride programming and Trans Pride programming
- Work closely with the Board of Directors to execute Charlotte Pride's strategic plan
- Attend all Board meetings
- Assist with the organization's media relations, including the handling of interview/press requests, website development and social media management
- Regularly report programming and fundraising progress to the Board of Directors, including but not limited to financial, community relations, volunteer management and communications/media status.
- Assist in the development and implementation of policies and procedures of the organization
- Assist in the management of all financial, governmental, public relations and administrative activities of the organization
- Maintain true and accurate records with respect to all activities of the organization
- Assist the President of the Board with the preparations of the annual organizational retreat
- Act in the best interest of Charlotte Pride and use and exercise proper judgment consistent with good business practice
- Other duties as assigned by the Board of Directors

Requirements

- Proven leader with experience leading a team (staff or volunteers) to achieve ambitious goals
- Track record of success soliciting and cultivating philanthropic support/fundraising
- Confidence in dealing with a broad variety of people in many different situations

- Impressive portfolio of previously managed events (particularly large outdoor events)
- Excellent time management and communication skills
- Sales skills and ability to quickly build productive relationships
- Ability to manage multiple projects independently
- The applicant must identify as LGBTQ or as a straight allied individual
- MS Office proficiency
- Willingness to submit references from previous clients upon request

Employment Type: Full-time

Compensation: Commensurate with experience

To Apply: Send an email with your resume, brief statement of interest and compensation requirements to kacey@charlottepride.org. Start date as soon as possible. Applications will be considered on a rolling basis.

SUBJECT LINE SHOULD SAY: Charlotte Pride Program Director - Your Name

Charlotte Pride is an equal opportunity employer and values the leadership and skills of people from diverse backgrounds. People of color, veterans, women, minorities, LGBTQ persons, and people from other historically marginalized backgrounds are encouraged to apply.