

## **Executive Director Charlotte Pride Committee**

**Posted:** 1/4/2016

**Position Type:** Full-Time (Paid)

**Function:** General Management

**Primary domain:** LGBT non-profit, Arts, Culture and Humanities

**City:** Charlotte

**State:** North Carolina

**Postal code:** 28205

### **Organization Information:**

**Website:** [www.charlottepride.org](http://www.charlottepride.org)

### **Purpose and Mission statement**

#### **Mission:**

Charlotte Pride creates programs and activities to enrich, empower, strengthen and make visible the unique lives and experiences of LGBTQ people in Charlotte and the Carolinas.

### **Position Details**

#### **Job Description:**

Charlotte Pride is a nonprofit, tax-exempt organization and is seeking an Executive Director who is responsible for the leadership and management of Charlotte Pride, supports the Board of Directors, and is responsible for the day to day operations necessary to achieve the goals set by the Board of Directors.

Reporting directly to the President of the Board, the Executive Director will provide leadership, vision, direction, administration and implementation in support of the organization's mission, business, fundraising, development and programmatic mandates. As part of this mandate, the Executive Director will be responsible for the development and implementation of a strategic plan in conjunction with the board of directors.

The Executive Director's general responsibilities include, but are not limited to: cultivation and management of development and fundraising, grants administration, financial management and reporting, Board development and communication and oversight of all programs and staff.

#### **Job duties:**

- Supervise all staff members
- Report to the President of the Board of Directors
- Responsible for creation and execution of strategic planning for the organization in conjunction with the board

- Responsible for sponsor recruitment, development, execution, and relations
- Responsible for donor recruitment, cultivation, and relations
- Manage contracts for service providers (logistics, communications, talent broker, graphics, food and beverage service, medical, audio/visual, etc.)
- Coordinate all fundraising events for the organization in conjunction with the board and volunteers
- Handle pride festival and event permit processes for all Charlotte Pride events
- Attend board meetings, festival committee meetings, organizational retreat and provide reports and guidance
- Serve as the primary media spokesperson for the organization
- Act as signature agent for the organization for contracts, service agreements, checks, etc.
- Assist in the development and implementation of policies and procedures of the organization
- Hire, train, supervise, dismiss all full and part-time Charlotte Pride staff
- Supervise all financial, governmental, public relations and administrative activities of the organization
- Maintain true and accurate records with respect to all activities of the organization
- Serve as the liaison between Charlotte Pride and City/County agencies, and community organizations
- Assist in the development and implementation of programs and services in addition to the annual festival that further the mission of Charlotte Pride
- Guide the staff in the development and administration of operational procedures for the annual Pride festival and other officially Charlotte Pride produced events.
- Assist the President of the Board with the preparations of the annual organizational retreat
- Attend the POSE and InterPride conferences
- 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 President of the Board

**Qualifications:**

The successful candidate is a proven leader with demonstrated results in leading a team to achieve progressive revenue growth through relationship management as well as cohesive fundraising and communication programs. The ideal candidate has a track record of success in personally cultivating and soliciting in philanthropic support from individual donors and corporate funders.

The ideal candidate will have a bachelor's degree or higher, a minimum of five years progressive management in non-profit, LGBT non-profit, education, arts, culture and humanities and/or related event planning industry with a proven track record in development, strategic partnerships, fundraising, financial management and keen understanding of business models and trends in large outdoor festivals and events. Superb interpersonal and communication skills and ability to manage and delegate are a must.

**Candidates must also possess demonstrated skill and ability to:**

- Write professional, clear and compelling proposals and other solicitation materials, acknowledgments, reports, public announcements and routine business correspondence
- Present well-conceived, persuasive oral arguments for internal and external constituencies, board members, potential donors and corporate giving representatives
- Execute strong leadership, management and strategic thinking that values a collaborative working environment and relationships with staff, sophisticated community leaders and donors
- Knowledge and understanding related to operating and maintaining arts or other non-profit organizations
- Excellent verbal and written communication skills
- Confidence in dealing with a broad variety of people at all levels in pressure situations, ability to exercise confidentiality and discretion as appropriate
- Ability to coordinate multiple projects and assignments simultaneously, manage time efficiently, and deliver on deadlines

We offer a professional work environment, competitive compensation and benefits. Some travel required as is the ability and willingness to work flexible hours including some weekends and evenings. No relocation allowance provided.

**Benefits:** Not Specified

**Salary:** Commensurate with Experience

Posting Expiration Date: 1/31/2016

How to Apply:

To learn more about Charlotte Pride Committee, please visit <http://www.charlottepride.org>  
Qualified candidates are encouraged to send a cover letter, resume, and salary requirements to [info@charlottepride.org](mailto:info@charlottepride.org). All applications are to be submitted via email. No phone calls will be received.

The position opens January 4, 2016 and will remain open until January 31, 2016. The timeline includes screening of application materials with invitations to selected applicants for in-person interviews beginning in early February 2016 with an offer of employment extended to the successful candidate by late February 2016.

Charlotte Pride is an Equal Opportunity Employer