



San Diego LGBT Pride Job Description – Programs Manager

Job Title: Programs Manager
Reports to: Director of Operations
FLSA Status: Exempt
Position Type: Full-Time/Regular
Salary: \$45,000 annually

Summary

As part of San Diego Pride’s mission to foster pride locally and worldwide, the Programs Manager is responsible for the successful leadership and management of all San Diego LGBT Pride programs as well as the oversight and management of volunteer teams. Under the leadership of the Director of Operations, the Programs Manager works with and supports the leadership team in providing volunteer human resources for all San Diego LGBT Pride events. The person in this position is responsible for building relationships with partners to develop a strong pool of energetic and enthusiastic volunteers.

Essential Duties & Responsibilities

Volunteer and Intern Development and Coordination

- Develops and implements effective strategies to recruit volunteers with the right skills.
- Assess and fulfill the needs of volunteers to enhance organization.
- Manage strong communication with volunteer leadership team and staff.
- Direct all volunteer coordinators & team.
- Manage volunteer inventory & archive through Better Impact system.
- Ensure proper volunteer coverage, training, and logistics for all Pride events.
- Conduct ongoing volunteer performance evaluations to implement improvements and necessary coaching.
- Orient volunteers to increase their knowledge of Pride, its clients, services, and the role and responsibilities of volunteers.
- Responsible for ongoing civic engagement to ensure volunteers remain engaged.
- Organizes volunteer appreciation events.
- Manages volunteer promotions, terminations, and other personnel issues.
- Communicates with volunteers all necessary information in regards to event participation instructions.
- Conduct monthly production team meetings.
- Manage intern program.

Founded in 1974, San Diego LGBT Pride is a 501(c)3 nonprofit organization whose mission is: Fostering pride in, and respect for, all lesbian, gay, bisexual, and transgender communities, locally, nationally, and globally. www.sdpride.org

San Diego LGBT Pride • 3620 30th St, San Diego, CA 92104 • info@sdpride.org
Phone 619-297-7683 | Fax 619-260-3096



San Diego LGBT annual Parade

- Organizes the San Diego Pride Parade.
- Oversee all Parade logistics - Resolving all contingent issues, meeting with San Diego City Police Department, event contractors, and community partners.
- Decides on contingent participation eligibility post-deadline.
- Creates, revises, and finalizes the order of contingent participants for parade.
- Manages parade revenue and creates strategies for meeting annual goal. Communicates with contingents regarding questions & logistics.
- Host safety meeting for contingents.

Programs & Volunteer Insight

- Assist Director of Operations with planning & on-site management of Pride sponsored events, including but not limited to, - Rally, Parade, Festival, Out at the Park, Out at the Fair, Pride World Forum, Youth Leadership Academy.
- Assist Director of Operations in creating and updating Festival layout to better serve stakeholders.
- Supervise Festival building site during week prior to event.
- Ensure cross volunteer department coordination and communication.
- Implement timeline
- Construct volunteer itineraries and delegate appropriate tasks.
- Organize and oversee loading/unloading team for festival equipment. Resolve all logistical and volunteer issues at festival site.
- Arrange rental truck pick up/drop off for festival site.
- Confirm with community, social, and corporate volunteer groups about their assignments.
- Deliver final volunteer lists to appropriate department & coordinators.
- Organize and supervise festival clean-up day teams.
- Decide which items are to come back to office/storage/disposed.
- Manage and coordinate meals for all volunteer shifts.
- Maintain relationship with community partnership organizations and negotiate contracts as they pertain to official San Diego Pride events.

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Required Knowledge, Skills, and Experience

- Ability to take initiative and problem solve.
- Excellent leadership skills.
- Planning and organization.
- Excellent verbal and written communication skills.
- Ability to actively engage in conversations with clients.
- Ability to present oneself as well as the company in a professional manner.
- Proficient in the use of a personal computer and corresponding programs.
- Attention to detail.
- Interpersonal skills and customer service skills required.
- Strong motivational and team building skills.
- Demonstrated project management experience.
- Excellent internal and external communication skills, including public speaking, presentation and writing skills.
- General knowledge of technology and information management systems.

Minimum Qualifications

- Bachelor's degree or equivalent professional experience in relevant field.
- At least three years' combined experience in volunteer or programs management.

Other Key Qualities

- History of working with LGBT community, with a *thorough* knowledge of and commitment to LGBT issues.
- Demonstrated ability to work with community partners and organization's diverse constituents to develop a network with community partners.
- Enthusiasm and dedication to inspire volunteers.
- Bilingual skills (English/Spanish) a plus.
- Experience in Better Impact

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee will frequently lift up to 50 pounds. The employee will be required to travel for a variety of work functions such as purchasing office supplies, and managing storage facilities.

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Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

San Diego Pride is an equal opportunity employer.

All employees and volunteers of San Diego Pride must maintain an environment that is friendly, welcoming, and accepting of all factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and any other members of our community.

Job location

San Diego, California