



San Diego Pride

P R I D E

Job Description: Executive Projects Manager

Job Title: Executive Projects Manager
Reports to: Executive Director
FLSA Status: Full-Time, Exempt
Salary: \$64,480/yr

Benefits Include: Medical, Dental, and Vision Insurance, Vacation and Sick PTO, 14 Holidays, & Professional Development Opportunities

Summary

San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all lesbian, gay, bisexual, and transgender communities locally, nationally, and globally. San Diego Pride is year-round LGBTQ education and advocacy organization and one of the oldest LGBTQ-serving nonprofits in San Diego, best known for our annual flagship celebrations - the Pride Parade and Festival - that brings together more than 350,000 individuals from San Diego and across the country. San Diego Pride is also the most philanthropic Pride organization in the world, having distributed over 3 million dollars to LGBTQ-serving nonprofits since 1994.

San Diego Pride's Executive Projects Manager (EPM) will act as the executive assistant to Pride's Executive Director and will be responsible for managing various short- and long-term executive projects. The position requires high levels of organization, proactivity, strong communication skills, critical attention to detail, adaptability to a spectrum of professional settings, and an authentic passion for intersectional LGBTQ social justice.

Essential Duties & Responsibilities

EPM will be responsible for managing the schedule and communications for the Executive Director, drafting reports and training materials, preparing meeting materials, and coordinating travel arrangements. Executive projects will require research, data, and policy analysis, drafting proposals and reports, and making recommendations to facilitate the fulfillment of project and organizational strategic goals with internal and external stakeholders.

Required Knowledge, Skills, and Abilities

- **Education:** A bachelor's degree in an appropriate field of study or equivalent work experience is required. Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.
- **Experience:** 1-2 years of professional experience in an executive assistant role or progressively responsible experience working on LGBTQ issues or with a 501(c)(3) nonprofit is preferred.
- Solid organizational and time management skills including strong attention to detail and managing shifting priorities
- Excellent written communication and grammar skills.
- Excellent verbal communication and presentation skills. Ability to professionally interact with a variety of constituencies including donors, volunteers, staff, visitors, government officials, and the general public.
- Proven working experience in administrative support and project management

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

- Strong working knowledge of Microsoft Office and G-Suite, advanced Excel experience a plus
- Experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people and intersectional justice issues. Demonstrated passion for obtaining resources for marginalized communities a plus.
- LGBTQ research and policy skills a plus
- Volunteer and intern supervision a plus
- Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.
- Employees working with San Diego Pride must be able to pass a background check, conducted by San Diego Pride before the offer of employment.

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 may be required to travel for a variety of work functions such as providing trainings and attending off-site meetings.

Work Environment

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

To Apply

Send a **resume and cover letter** to Careers@sdpride.org. Resumes submitted without a cover letter are considered incomplete and may not be considered. No phone calls, social media messages, or office visits, please.

**** San Diego Pride is an equal opportunity employer****