



# San Diego Pride

## Job Description – Director Events & Programs

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<b>Job Title:</b>	<i>Director Events &amp; Programs</i>
<b>Reports to:</b>	Executive Director
<b>FLSA Status:</b>	Exempt
<b>Position Type:</b>	Full-Time
<b>Salary:</b>	\$90K - \$97K
<b>Benefits Include:</b>	100% coverage of Medical, Dental, and Vision Insurance, Flexible Schedule, Vacation and Sick Time, 15 Holidays, Optional Cell Phone Reimbursement, 403(b), & Professional Development Opportunities

### **About San Diego Pride**

San Diego Pride is a 501(c)(3) nonprofit organization with a mission to foster pride, equality, and respect for all LGBTQIA+ communities locally, nationally, and globally. As a year-round education, advocacy and community organization, San Diego Pride is one of the oldest LGBTQIA+ nonprofits in San Diego, best known for its flagship events, including the annual Pride Parade and Festival. Since 1996, San Diego Pride has distributed over \$3 million to LGBTQIA+-serving nonprofits worldwide, making it the most philanthropic Pride organization globally.

### **About the Role**

The Director Events & Programs is responsible for the development and execution of San Diego Pride's program events strategy in alignment with the mission, vision, and values of the organization. The Director of Events & Programs will be responsible for all program-related event production, project management, timelines, and budget goals, and will supervise and support volunteer leadership and program and event staff.

The Director Events & Programs is a highly collaborative position that works with staff colleagues and volunteers across the organization and within the community to plan and coordinate San Diego Pride's signature Pride Week and a variety of year-round events and programs designed to support our mission, serve the community, and increase our impact locally, nationally, and globally. This position is a member of the leadership team and reports directly to the Executive Director.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Direct and manage key SD Pride event production elements including vendors, logistics, contractors, event committees and volunteers, entertainment production, and budgets for Pride Week, Pride Parade, She Fest and year-round events and related programs
- Create strategies to maximize revenue and mission impact for all SD Pride community events and programs.

- Coordinate with event safety staff from multiple jurisdictions (City of San Diego special events, SDPD, Fire Department, etc.) throughout planning and duration of events to include overall event protocols and management. Alert necessary agencies of safety issues and emergencies
- Execute a timeline and work plan for all events and related programs to ensure that production goes smoothly, deadlines are met and budgets it goals.
- Manage monthly production meetings with external vendors and staff for all SD Pride events
- Supervise RFP process in collaboration with production contractors and partners for festival and parade vendors
- Event agenda and program design: ensure scripts and presentations are finalized, ensure appropriate AV is available and working properly, on-site staffing and volunteers, set-up, management, and tear-down
- Oversee all aspects of programming the festival in collaboration with Executive Director both curatorial and administrative, including working with volunteer programming committees.
- Oversee Parade contingent safety meetings and revenue and act as the point person for contingents regarding questions, logistics and production
- Recruit and supervise permanent and seasonal staff, interns, and volunteers.
- Plan and implement events according to the overall San Diego Pride program events calendar and collaborate on goals for all internal and external events.
- In collaboration with the philanthropy department, work on creating event sponsorships that align with needs and support the mission of San Diego Pride and assure the event elements are in place for sponsorship fulfillment per sponsorship agreements.
- Assist with preparing budgets and provide periodic progress reports to present to the board of directors on special events and fundraising initiatives.
- Maintain a community presence through membership in local and/or regional professional groups.
- Other duties as assigned

### **REQUIRED KNOWLEDGE, SKILLS, & EXPERIENCE**

- 5+ years' experience in large scale event production and/or festival operations
- A bachelor's degree is preferred but not required. Any combination of experience, education, and training that would likely provide the required knowledge and abilities is qualifying.
- Other certifications, such as Certified Meeting Professional (CMP) or Project Management or PMP Certificate are welcome.
- Nonprofit sector experience is a plus.
- Strong knowledge and experience in event, marketing, and fundraising principles.

- Experience in supervising and stewarding volunteers with the ability to build consensus among various constituent groups.
- Excellent organizational, attention to detail, and follow-through skills.
- Demonstrated ability to successfully manage multiple projects, objectives, and deadlines.
- Excellent customer service and communication skills.
- Ability to be flexible and adaptable to address unexpected changes or solve issues that arise in the planning or executive of events and stay calm under pressure
- Large scale event production and management skills, and/or strong project management skills.
- Obsessive attention to detail, project management, and timelines
- Excellent written, oral, interpersonal, and presentation skills.
- Ability to professionally interact with a variety of constituencies including donors, volunteers, staff, visitors, government officials, and the general public.
- Experience working with the LGBTQIA+ community and familiarity with issues of particular relevance to LGBTQIA+ people and intersectional justice issues.
- Advanced computer skills including experience with MS Office Suite, Canva, social media and with a donor database like Neon 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 status, 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 prior to 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 30 pounds. The employee may be required to travel for a variety of work functions such as providing training 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 factions of the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and all other members of our community.

### **TO APPLY**

Send a resume and cover letter to [Careers@sdpride.org](mailto:Careers@sdpride.org). No phone calls, social media messages, or office visits, please.

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