

POSITION DESCRIPTION

POSITION TITLE: Program Director

CREATED: July 2019

SUPERVISOR'S TITLE: Executive Director

FLSA STATUS: Exempt

POSITION PURPOSE

The Program Director is responsible for the planning and execution of all Indy Pride activities and events. This includes the organization's festival, parade, events, vendor relations, volunteer relations, etc. This position reports to the Executive Director.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

ESSENTIAL FUNCTIONS

Festival Planning and Execution

- ▶ Assume the role of festival director; oversee and manage the entire festival planning and execution lifecycle, including, but not limited to, identification and management of festival chairs, planning and oversight of all off-cycle events (off-cycle events are all events that occur outside of the main celebration week, including, but not limited to, outreach, education, fundraisers, etc.), oversee and manage all necessary logistical and fiscal requirements associated with the planning and execution of the celebration and all off-cycle events, etc.
- ▶ Partner with the executive director, board of directors, and volunteer directors to maintain coordination and management of festival planning committee; develop a programming schedule for the festival director's period of performance, and plan key milestone dates and activities; ensure completion of any tasks assigned to festival director within time frame of the scope of work.
- ▶ Work with a volunteer planning committee to plan and execute Indy Pride events and activities in accordance with all organizational policies/procedures/budgetary guidelines; identify, recruit, organize, and retain volunteers to support the planning and fulfillment needs of Indy Pride.
- ▶ Attend festival planning committee meetings and follow-up on tasks and requests from committee chairs within five (5) business days.
- ▶ Manage and oversee the procurement of all applicable permits, licenses, and vendors required to hold Indy Pride events; report progress to the Executive Director, including review of weekly scope of work and priorities, monthly invoices, status reports, and all deliverables and products included in scope of work.
- ▶ Accurately maintain database (spreadsheet, data file, calendar, or similar) of all events and activities, and associated information.

Event Planning and Execution

- ▶ Assume the role of program director for Indy Pride, Inc.
- ▶ Partner with the executive director, board of directors, organizations, and volunteer directors develop and facilitate educational and community-building events hosted by Indy Pride, Inc.
- ▶ Maintain a consistent calendar of events throughout the year.

Business Operations

- ▶▶ Perform/manage administrative duties in support of the organization to include maintaining a clean, professional office space, responding to voicemail, email, and fax systems in a timely manner.
- ▶▶ Understand, learn, and leverage all technologies that Indy Pride utilizes; train others as needed; and work with the IT vendor to keep the website up-to-date; learn and utilize existing tools, as well as the identification, evaluation, and potential deployment of new tools to support the organization's mission.
- ▶▶ Comply with all organizational policies, procedures, directives, and standard operating procedures, to include all those currently in effect and any and all future policies adopted by the organization.
- ▶▶ Partner with the director of marketing and social media/marketing vendor to develop, support, and execute effective marketing, branding, and social media strategies.

Financial Management

- ▶▶ In conjunction with the organization's financial services firm, ensure approval and payment of programming invoices, in accordance with organizational policies and procedures.

Attendance

- ▶▶ Attend all Board meetings and provide written updates (three days prior to meetings) on status of Indy Pride programming, activities, and operations.
- ▶▶ Attend all official Indy Pride events, including but not limited to, special events and meetings.

OTHER FUNCTIONS

- ▶▶ Seeks assistance, guidance, and clarification from the Executive Director and/or his/her/their designee when necessary, and not to act on assumptions that may not be valid.
- ▶▶ Maintain membership database, ensure communication with membership is executed, and mail membership cards in a timely manner.
- ▶▶ Performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must have the following education and/or experience.

- ▶▶ Bachelor's degree in business administration, nonprofit management, public affairs, event management or related field required or comparable work experience.
- ▶▶ Minimum of three years of experience working with community-based organizations centered around membership and volunteerism.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform each essential duty satisfactorily. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- ▶▶ Deep knowledge of and commitment to the Indy metro LGBTQ+ community.
- ▶▶ Ability to work effectively and collaborate with all segments of the LGBTQ+ community and allies, including community partner organizations and volunteers.
- ▶▶ Willingness to take a hands-on role to do the essential tasks required to ensure a successful Indy Pride festival.
- ▶▶ Strong analytical, contracting, and negotiation skills.
- ▶▶ Strong verbal/written communication and interpersonal skills.
- ▶▶ Strong ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.
- ▶▶ Ability to make recommendations to effectively solve problems, using judgment consistent with standards, practices, policies, and procedures.
- ▶▶ Knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.

PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet in order to successfully perform the essential functions of this job. We will make reasonable accommodations to enable individuals with disabilities to perform these functions.

- ▶▶ Ability to sit for extended periods of time and to move intermittently throughout the workday.
- ▶▶ Ability to move in and between various facilities and handle exposure to inclement weather.
- ▶▶ Communicates effectively - Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.
- ▶▶ Ability to operate office equipment, including computers, copiers, fax machines, and phones.

To apply, please email your resume' and cover letter to info@indypride.org with the subject line "Program Director". The deadline to submit is August 5, 2019.

Indy Pride, Inc. is an equal opportunity employer.